



புதுச்சேரி மாநில அரசிதழ்

La Gazette de L'État de Poudouchéry

The Gazette of Puducherry

PART - I

சிறப்பு வெளியீடு

EXTRAORDINAIRE

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அதிகாரம் பெற்ற
வெளியீடு

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GOVERNMENT OF PUDUCHERRY SOCIAL WELFARE SECRETARIAT

(G. O. Ms. No. 4, Puducherry, dated 2nd December 2016)

NOTIFICATION

Whereas, the Persons with Disabilities Act, 1995 (1 of 1996) lays down various welfare measures for Persons with Disabilities (PwDs) which are to be undertaken by the State/Union Territory Governments. Section 32 of the Act mandates provision of 3% reservation to (i) blindness or low vision (VH), (ii) hearing impairment (HH); and (iii) locomotor disability or cerebral palsy (OH) categories of disabilities in the posts operated in Government and Autonomous Bodies;

And whereas, the Government of India, in accordance with the provisions of the Act, constituted an Expert Committee to identify various categories of Disabilities for extending 3% reservation to Persons with Disabilities. Based on the report of the Committee, the Ministry of Social Justice and Empowerment has notified a revised list of posts under which 3% reservation could be provided to PwDs vide Notification No. 16-15/2010-DD.III, dated 29-7-2013 of the Department of Disability Affairs, Ministry of Social Justice and Empowerment, Government of India, New Delhi.

And whereas, the Hon'ble Supreme Court of India has been issuing directions to all the State/Union Territory Governments in WP(C) No.116 of 1998 in the matter of Justice Sunanda Bhandare *Versus* Union of India and WP (C) No. 15828 of 2008 in the matter of National Federation of the Blind *Versus* Union of India to implement the provisions of the Persons with Disabilities Act, 1995 scrupulously;

And whereas, the Department of Personnel and Training, Government of India has issued various directions regarding maintenance of roster, computation of vacancies to provide 3% reservation to various categories of PwDs in the O.M. No. 336035/3/2004-Estt.(Res.), dated 29-12-2005 and O.M No. 36035/8/2003-Estt.(Res.), dated 26-4-2006 of the Department of Personnel and Training, Government of India, New Delhi.

And whereas, the Directorate of Social Welfare, Government of Puducherry has requested the Cadre Control Departments to furnish details of Physical requirement necessitated to perform the duties of a particular post and the categories of Disabilities which may be suitable to perform the required physical activities *vide* Letter No. 213/DSW/DD/HW1/2015, dated 27-8-2015 of the Director, Directorate of Social Welfare, Puducherry.

And whereas, in accordance with the O.M. No. 336035/3/2004-Estt.(Res.), dated 29-12-2005 and O.M. No. 36035/8/2003-Estt.(Res.), dated 26-4-2006 of the Department of Personnel and Training, Government of India, New Delhi, the categories of disabled person shall be given 3% reservation horizontally in recruitment/promotion and a separate roster shall be maintained by the Department and the following instructions in this regard issued by the Government of India shall be adhered to in all spheres:-

(a) All establishments shall maintain separate 100 point Reservation Roster Registers for determining/ effecting Reservation for the disabled.

(b) Each register shall have cycles of 100 points each cycle of 100 points shall be divided into three blocks, comprising the following points:-

- I Block-point No. 1 to point No. 33
- II Block-point No. 34 to point No. 66
- III Block-point No. 67 to point No. 100

Point 1, 34 and 67 of the roster shall be earmarked for reservation to Persons with Disabilities - one point for each of the three categories of disabilities. The head of the establishment shall decide the categories of disabilities for which the points 1, 34 and 67 will be reserved keeping in view all relevant facts.

(a) Reservation for Person with Disabilities in case of Group 'C' and Group 'D' posts shall be computed on the basis of total number of vacancies occurring in all Group 'C' or Group 'D' post. (both identified and non-identified post under the establishment).

(b) Reservation in Group 'A' and Group 'B' posts shall be computed on the basis of vacancies occurring in direct recruitment quota in all the identified Group 'A' and Group 'B' posts in the establishment.

The Enforcement Cell, Puducherry shall be the liaison authority to monitor the reservation.

Now therefore, the Lieutenant-Governor, Puducherry hereby orders that 3% reservation shall be provided in the posts operated in 22 Government Departments in this Union Territory Administration as enlisted in the Annexure appended to this order in the manner stipulated in the O.M. No. 336035/3/2004-Estt.(Res.), dated 29-12-2005 of the Department of Personnel and Training, Government of India to various categories of disabilities as identified thereof.

(By order of the Lieutenant-Governor)

R. MEENAKUMARI,

Under Secretary to Government (Welfare).

No. 336035/3/2004-Estt.(Res.)

GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
DEPARTMENT OF PERSONNEL & TRAINING

New Delhi, Dated the 29th December, 2005

OFFICE MEMORANDUM

Subject- Reservation for the Persons with Disabilities.

With a view to consolidating the existing instructions, bringing them in line with the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995 and clarifying certain issues including procedural matters, the following instructions are issued with regard to reservation for persons with disabilities (physically handicapped persons) in posts and services under the Government of India. These instructions shall supercede all previous instructions issued on the subject so far.

2. **QUANTUM OF RESERVATION**

- (i) Three percent of the vacancies in case of direct recruitment to Group A, B, C and D posts shall be reserved for persons with disabilities of which one per cent each shall be reserved for persons suffering from (i) blindness or low vision, (ii) hearing impairment and (iii) locomotor disability or cerebral palsy in the posts identified for each disability;
- (ii) Three percent of the vacancies in case of promotion to Group D, and Group C posts in which the element of direct recruitment, if any, does not exceed 75%, shall be reserved for persons with disabilities of which one per cent each shall be reserved for persons suffering from (i) blindness or low vision, (ii) hearing impairment and (iii) locomotor disability or cerebral palsy in the posts identified for each disability.

3. **EXEMPTION FROM RESERVATION :** If any Department / Ministry considers it necessary to exempt any establishment partly or fully from the provision of reservation for persons with disabilities, it may make a reference to the Ministry of Social Justice and Empowerment giving full justification for the proposal. The grant of exemption shall be considered by an Inter-Departmental Committee set up by the Ministry of Social Justice and Empowerment.

4. **IDENTIFICATION OF JOBS / POSTS:** The Ministry of Social Justice and Empowerment have identified the jobs / posts suitable to be held by persons with disabilities and the physical requirement for all such jobs / posts vide their notification no. 16-25/99.NI.I dated 31.5.2001. The jobs / posts given in Annexure II of the said notification as amended from time to time shall be used to give effect to 3 per cent reservation to the persons with disabilities. It may, however, be noted that:

- (a) The nomenclature used for any job / post shall mean and include nomenclature used for other comparable jobs / posts having identical functions.
- (b) The list of jobs / posts notified by the Ministry of Social Justice & Empowerment is not exhaustive. The concerned Ministries / Departments shall have the discretion to identify jobs / posts in addition to the jobs / posts already identified by the Ministry of Social Justice & Empowerment. However, no Ministry / Department / Establishment shall exclude any identified job / post from the purview of reservation at its own discretion.
- (c) If a job/ post identified for persons with disabilities is shifted from one group or grade to another group or grade due to change in the pay-scale or otherwise, the job/ post shall remain identified.

5. **RESERVATION IN POSTS IDENTIFIED FOR ONE OR TWO CATEGORIES:** If a post is identified suitable only for one category of disability, reservation in that post shall be given to persons with that disability only. Reservation of 3% shall not be reduced in such cases and total reservation in the post will be given to persons suffering from the disability for which it has been identified. Likewise in case the post is identified suitable for two categories of disabilities, reservation shall be distributed between persons with those categories of disabilities equally, as far as possible. It shall, however, be ensured that reservation in different posts in the establishment is distributed in such a way that the persons of three categories of disabilities, as far as possible, get equal representation.

6. **APPOINTMENT AGAINST UNRESERVED VACANCIES:** In the posts which are identified suitable for persons with disabilities, a person with disability cannot be denied the right to compete for appointment against an unreserved vacancy. Thus a person with disability can be appointed against an unreserved vacancy, provided the post is identified suitable for persons with disability of the relevant category.

7. **ADJUSTMENT OF CANDIDATES SELECTED ON THEIR OWN MERIT :** Persons with disabilities selected on their own merit without relaxed

standards alongwith other candidates, will not be adjusted against the reserved share of vacancies. The reserved vacancies will be filled up separately from amongst the eligible candidates with disabilities which will thus comprise physically handicapped candidates who are lower in merit than the last candidate in merit list but otherwise found suitable for appointment, if necessary, by relaxed standards. It will apply in case of direct recruitment as well as promotion, wherever reservation for persons with disabilities is admissible.

8. **DEFINITIONS OF DISABILITIES** : Definitions of categories of disabilities for the purpose of this Office Memorandum are given below:

(i)(a) **Blindness**: "Blindness" refers to a condition where a person suffers from any of the following conditions, namely:-

- (i) total absence of sight; or
- (ii) visual acuity not exceeding 6/60 or 20/200(snellen) in the better eye with correcting lenses; or
- (iii) limitation of the field of vision subtending an angle of 20 degree or worse;

(b) **Low vision**: "Person with low vision" means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

(ii) **Hearing Impairment**:- "Hearing Impairment" means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

(iii)(a) **Locomotor disability** : "Locomotor disability" means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

(b) **Cerebral Palsy** :- "Cerebral Palsy" means a group of non-progressive conditions of a person characterised by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.

(c) All the cases of orthopaedically handicapped persons would be covered under the category of "locomotor disability or cerebral palsy."

9. **DEGREE OF DISABILITY FOR RESERVATION :** Only such persons would be eligible for reservation in services/posts who suffer from not less than 40 per cent of relevant disability. A person who wants to avail of benefit of reservation would have to submit a Disability Certificate issued by a competent authority in the format given in **Annexure-I**.

10. **COMPETENT AUTHORITY TO ISSUE DISABILITY CERTIFICATE** :- The competent authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central / State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor / cerebral / visual / hearing disability, as the case may be.

11. The Medical Board shall, after due examination, give a permanent disability certificate in cases of such permanent disabilities where there are no chances of variation in the degree of disability. The Medical Board shall indicate the period of validity of the certificate, in cases where there are chances of variation in the degree of disability. No refusal of disability certificate shall be made unless an opportunity is given to the applicant of being heard. On representation by the applicant, the Medical Board may review its decision having regard to all the facts and circumstances of the case and pass such orders in the matter as it thinks fit.

12. At the time of initial appointment and promotion against a vacancy reserved for persons with disability, the appointing authority shall ensure that the candidate is eligible to get the benefit of reservation.

13. **COMPUTATION OF RESERVATION:** Reservation for persons with disabilities in case of Group C and Group D posts shall be computed on the basis of total number of vacancies occurring in all Group C or Group D posts, as the case may be, in the establishment, although the recruitment of the persons with disabilities would only be in the posts identified suitable for them. The number of vacancies to be reserved for the persons with disabilities in case of direct recruitment to Group 'C' posts in an establishment shall be computed by taking into account the total number of vacancies arising in Group 'C' posts for being filled by direct recruitment in a recruitment year both in the identified and non-identified posts under the establishment. The same procedure shall apply for Group 'D' posts. Similarly, all vacancies in promotion quota shall be taken into account while computing reservation in promotion in Group 'C' and Group 'D' posts. Since reservation is limited to identified posts only and number of vacancies reserved is computed on the basis of total vacancies (in identified posts as well as unidentified posts), it is possible that number of persons appointed by reservation in an identified post may exceed 3 per cent.

14. Reservation for persons with disabilities in Group 'A' posts shall be computed on the basis of vacancies occurring in direct recruitment quota in all the identified Group 'A' posts in the establishment. The same method of computation applies for Group 'B' posts.

15. **EFFECTING RESERVATION – MAINTENANCE OF ROSTERS:**

(a) All establishments shall maintain separate 100 point reservation roster registers in the format given in **Annexure II** for determining / effecting reservation for the disabled – one each for Group 'A' posts filled by direct recruitment, Group 'B' posts filled by direct recruitment, Group 'C' posts filled by direct recruitment, Group 'C' posts filled by promotion, Group 'D' posts filled by direct recruitment and Group 'D' posts filled by promotion.

(b) Each register shall have cycles of 100 points and each cycle of 100 points shall be divided into three blocks, comprising the following points:

1st Block – point No.1 to point No.33

2nd Block – point No. 34 to point No.66

3rd Block – point No.67 to point No.100

(c) Points 1, 34 and 67 of the roster shall be earmarked reserved for persons with disabilities – one point for each of the three categories of disabilities. The head of the establishment shall decide the categories of disabilities for which the points 1, 34 and 67 will be reserved keeping in view all relevant facts.

(d) All the vacancies in Group C posts falling in direct recruitment quota arising in the establishment shall be entered in the relevant roster register. If the post falling at point no. 1 is not identified for the disabled or the head of the establishment considers it desirable not to fill it up by a disabled person or it is not possible to fill up that post by the disabled for any other reason, one of the vacancies falling at any of the points from 2 to 33 shall be treated as reserved for the disabled and filled as such. Likewise a vacancy falling at any of the points from 34 to 66 or from 67 to 100 shall be filled by the disabled. The purpose of keeping points 1, 34 and 67 as reserved is to fill up the first available suitable vacancy from 1 to 33, first available suitable vacancy from 34 to 66 and first available suitable vacancy from 67 to 100 by persons with disabilities.

(e) There is a possibility that none of the vacancies from 1 to 33 is suitable for any category of the disabled. In that case two vacancies from 34 to 66 shall be filled as reserved for persons with disabilities. If the vacancies from 34 to 66 are also not suitable for any category, three vacancies shall be filled as reserved from the third block containing points from 67 to 100. This means that if no vacancy can be reserved in a particular block, it shall be carried into the next block.

- (f) After all the 100 points of the roster are covered, a fresh cycle of 100 points shall start.
- (g) If the number of vacancies in a year is such as to cover only one block or two, discretion as to which category of the disabled should be accommodated first shall vest in the head of the establishment, who shall decide on the basis of the nature of the post, the level of representation of the specific disabled category in the concerned grade/post etc.
- (h) A separate roster shall be maintained for group C posts filled by promotion and procedure as explained above shall be followed for giving reservation to persons with disabilities. Likewise two separate rosters shall be maintained for Group D posts, one for the posts filled by direct recruitment and another for posts filled by promotion.
- (i) Reservation in group A and group B posts is determined on the basis of vacancies in the identified posts only. Separate rosters for Group A posts and Group B posts in the establishment shall be maintained. In the rosters maintained for Group A and Group B posts, all vacancies of direct recruitment arising in identified posts shall be entered and reservation shall be effected the same way as explained above.

16. INTER SE EXCHANGE AND CARRY FORWARD OF RESERVATION IN CASE OF DIRECT RECRUITMENT:

- (a) Reservation for each of the three categories of persons with disabilities shall be made separately. But if the nature of vacancies in an establishment is such that a person of a specific category of disability cannot be employed, the vacancies may be interchanged among the three categories with the approval of the Ministry of Social Justice & Empowerment and reservation may be determined and vacancies filled accordingly.
- (b) If any vacancy reserved for any category of disability cannot be filled due to non-availability of a suitable person with that disability or, for any other sufficient reason, such vacancy shall not be filled and shall be carried forward as a 'backlog reserved vacancy' to the subsequent recruitment year.
- (c) In the subsequent recruitment year the 'backlog reserved vacancy' shall be treated as reserved for the category of disability for which it was kept reserved in the initial year of recruitment. However, if a suitable person with that disability is not available, it may be filled by interchange among the three categories of disabilities. In case no suitable person with disability is available for filling up the post in the subsequent year also, the employer may fill up the vacancy by appointment of a person other than a person with disability. If the

vacancy is filled by a person with disability of the category for which it was reserved or by a person of other category of disability by inter se exchange in the subsequent recruitment year, it will be treated to have been filled by reservation. But if the vacancy is filled by a person other than a person with disability in the subsequent recruitment year, reservation shall be carried forward for a further period upto two recruitment years whereafter the reservation shall lapse. In these two subsequent years, if situation so arises, the procedure for filling up the reserved vacancy shall be the same as followed in the first subsequent recruitment year.

17. In order to ensure that cases of lapse of reservation are kept to the minimum, any recruitment of the disabled candidates shall first be counted against the additional quota brought forward from previous years, if any, in their chronological order. If candidates are not available for all the vacancies, the older carried forward reservation would be filled first and the relatively later carried forward reservation would be further carried forward.

18. CONSIDERATION ZONE, INTERSE EXCHANGE AND CARRY FORWARD OF RESERVATION IN CASE OF PROMOTION

(a) While filling up the reserved vacancies by promotion by selection, the disabled candidates who are within the normal zone of consideration shall be considered for promotion. Where adequate number of disabled candidates of the appropriate category of handicap are not available within the normal zone, the zone of consideration may be extended to five times the number of vacancies and the persons with disabilities falling within the extended zone may be considered. In the event of non availability of candidates even in the extended zone, the reservation can be exchanged so that post can be filled by a person with other category of disability, if possible. If it is not possible to fill up the post by reservation, the post may be filled by a person other than a person with disability and the reservation shall be carried forward for upto three subsequent recruitment years, whereafter it shall lapse.

(b) In posts filled by promotion by non-selection, the eligible candidates with disabilities shall be considered for promotion against the reserved vacancies and in case no eligible candidate of the appropriate category of disability is available, the vacancy can be exchanged with other categories of disabilities identified for it. If it is not possible to fill up the post by reservation even by exchange, the reservation shall be carried forward for upto three subsequent recruitment years whereafter it shall lapse.

19. HORIZONTALITY OF RESERVATION FOR PERSONS WITH DISABILITIES: Reservation for backward classes of citizens (SCs, STs and OBCs) is called vertical reservation and the reservation for categories such

as persons with disabilities and ex-servicemen is called horizontal reservation. Horizontal reservation cuts across vertical reservation (in what is called interlocking reservation) and persons selected against the quota for persons with disabilities have to be placed in the appropriate category viz. SC/ST/OBC/General candidates depending upon the category to which they belong in the roster meant for reservation of SCs/STs/OBCs. To illustrate, if in a given year there are two vacancies reserved for the persons with disabilities and out of two persons with disabilities appointed, one belongs to a Scheduled Caste and the other to general category then the disabled SC candidate shall be adjusted against the SC point in the reservation roster and the general candidate against unreserved point in the relevant reservation roster. In case none of the vacancies falls on point reserved for the SCs, the disabled candidate belonging to SC shall be adjusted in future against the next available vacancy reserved for SCs.

20. Since the persons with disabilities have to be placed in the appropriate category viz. SC/ST/OBC/ General in the roster meant for reservation of SCs/STs/OBCs, the application form for the post should require the candidates applying under the quota reserved for persons with disabilities to indicate whether they belong to SC/ST/OBC or General category.

21. **RELAXATION IN AGE LIMIT :**

- (i) Upper age limit for persons with disabilities shall be relaxable (a) by ten years (15 years for SCs/STs and 13 years for OBCs) in case of direct recruitment to Group 'C' and Group 'D' posts; (b) by 5 years (10 years for SCs/STs and 8 years for OBCs) in case of direct recruitment to Group 'A' and Group 'B' posts where recruitment is made otherwise than through open competitive examination; and (c) by 10 years (15 years for SCs/STs and 13 years for OBCs) in case of direct recruitment to Group A and Group B posts through open competitive examination.
- (ii) Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for persons with disabilities.

22. **RELAXATION OF STANDARD OF SUITABILITY:** If sufficient number of persons with disabilities are not available on the basis of the general standard to fill all the vacancies reserved for them, candidates belonging to this category may be selected on relaxed standard to fill up the remaining vacancies reserved for them provided they are not found unfit for such post or posts. Thus, to the extent the number of vacancies reserved for persons with disabilities cannot be filled on the basis of general standards, candidates belonging to this category may be taken by relaxing the standards to make up

the deficiency in the reserved quota subject to the fitness of these candidates for appointment to the post / posts in question.

23. **MEDICAL EXAMINATION:** As per Rule 10 of the Fundamental Rules, every new entrant to Government Service on initial appointment is required to produce a medical certificate of fitness issued by a competent authority. In case of medical examination of a person with disability for appointment to a post identified as suitable to be held by a person suffering from a particular kind of disability, the concerned Medical Officer or Board shall be informed beforehand that the post is identified suitable to be held by persons with disability of the relevant category and the candidate shall then be examined medically keeping this fact in view.

24. **EXEMPTION FROM PAYMENT OF EXAMINATION FEE AND APPLICATION FEE:** Persons with disabilities shall be exempt from payment of application fee and examination fee, prescribed in respect of competitive examinations held by the Staff Selection Commission, the Union Public Service Commission etc. for recruitment to various posts. This exemption shall be available only to such persons who would otherwise be eligible for appointment to the post on the basis of standards of medical fitness prescribed for that post (including any concession specifically extended to the disabled persons) and who enclose with the application form, necessary certificate from a competent authority in support of their claim of disability.

25. **NOTICE OF VACANCIES :** In order to ensure that persons with disabilities get a fair opportunity in consideration for appointment to an identified post, the following points shall be kept in view while sending the requisition notice to the Employment Exchange, the SSC, the UPSC etc. and while advertising the vacancies:-

- (i) Number of vacancies reserved for SCs/STs/OBCs/Ex-Servicemen/ Persons suffering from Blindness or Low Vision/Persons suffering from Hearing Impairment/Persons suffering from Locomotor Disability or Cerebral Palsy should be indicated clearly.
- (ii) In case of vacancies in posts identified suitable to be held by persons with disability, it shall be indicated that the post is identified for persons with disabilities suffering from blindness or low vision; hearing impairment; and/or locomotor disability or cerebral palsy, as the case may be, and that the persons with disabilities belonging to the category/categories for which the post is identified shall be allowed to apply even if no vacancies are reserved for them. Such candidates will be considered for selection for appointment to the post by general standards of merit.
- (iii) In case of vacancies in posts identified suitable for persons with disabilities, irrespective of whether any vacancies are reserved or

- (iv) not, the categories of disabilities viz blindness or low vision, hearing impairment and locomotor disability or cerebral palsy, for which the post is identified suitable alongwith functional classification and physical requirements for performing the duties attached to the post shall be indicated clearly.
- (v) It shall also be indicated that persons suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation.

26. **CERTIFICATE BY REQUISITIONING AUTHORITY :** In order to ensure proper implementation of the provisions of reservation for persons with disabilities, the requisitioning authority while sending the requisition to the UPSC, SSC etc. for filling up of posts shall furnish the following certificate to the recruiting agency:-

“It is certified that the requirements of the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995 and the policy relating to reservation for persons with disabilities has been taken care of while sending this requisition. The vacancies reported in this requisition fall at points no. of cycle no. of 100 point reservation roster out of which number of vacancies are reserved for persons with disabilities.”

27. **ANNUAL REPORTS REGARDING REPRESENTATION OF PERSONS WITH DISABILITIES :**

(i) Soon after the first of January of every year, each appointing authority shall send to its administrative Ministry/Department:-

- (a) PWD Report-I in the prescribed proforma (Annexure III) showing the total number of employees, total number of employees in the posts which have been identified suitable for persons with disabilities and number of employees suffering from blindness or low vision, hearing impairment, and locomotor disability or cerebral palsy as on the 1st January of the year, and
- (b) PWD Report-II in the prescribed proforma (Annexure IV) showing the number of vacancies reserved for persons suffering from blindness or low vision, hearing impairment, and locomotor disability or cerebral palsy and number of such persons actually appointed during the preceding calendar year.

(ii) The administrative Ministry/Department shall scrutinize the information received from all appointing authorities under it and send consolidated PWD Report-I and PWD Report- II in prescribed proformae in respect of the Ministry/Department including information in respect of all attached and

subordinate offices under its control to the Department of Personnel and Training by the 31st March of each year.

(iii) The following points may be kept in view while sending the reports to the Department of Personnel & Training:-

- (a) The reports sent to the DOPT should not include information in respect of public sector undertakings, statutory, semi-Government and autonomous bodies. Statutory, semi-Government and autonomous bodies shall furnish consolidated information in the prescribed proforma to the administrative Ministry/Department concerned who may scrutinize, monitor and maintain it at their own level. The Department of Public Enterprises may collect similar information in respect of all public sector undertakings.
- (b) The attached/subordinate offices shall send information to their administrative Ministry/Department only and shall not send it direct to this Department.
- (c) The figures in respect of persons with disabilities shall include persons appointed by reservation as well as appointed otherwise.
- (d) The PWD Report I relates to persons and not to posts. Therefore, while furnishing this report the posts vacant etc. should not be taken into account. In this report persons on deputation should be included in the establishment of the borrowing Ministry/Department/Office and not in the parent establishment. Persons permanent in one grade but officiating or holding temporary appointment in the higher grade shall be included in the figures relating to the Class of service to which the higher grade belongs.

28. **LIAISON OFFICER FOR PERSONS WITH DISABILITIES :** Liaison Officers appointed to look after reservation matters for SCs/STs shall also work as Liaison Officers for reservation matters relating to persons with disabilities and shall ensure compliance of these instructions.

29. All the Ministries/Departments are requested to bring the above instructions to the notice of all appointing authorities under their control.

K.G. VERMA,

Deputy Secretary to Government of India.

ANNEXURE I**NAME & ADDRESS OF THE INSTITUTE / HOSPITAL**

Certificate No. _____ Date _____

DISABILITY CERTIFICATERecent Photograph
of the candidate
showing the
disability duly
attested by the
Chairperson of the
Medical Board.

This is certified that Shri / Smt / Kum _____
 son/wife/daughter of Shri _____ age _____
 sex _____ identification mark(s) _____ is suffering from
 permanent disability of following category:

A. Locomotor or cerebral palsy:

- (i) BL-Both legs affected but not arms.
- (ii) BA-Both arms affected (a) Impaired reach
(b) Weakness of grip
- (iii) BLA-Both legs and both arms affected
- (iv) OL-One leg affected (right or left) (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- (v) OA-One arm affected (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- (vi) BH-Stiff back and hips (Cannot sit or stoop)
- (vii) MW-Muscular weakness and limited physical endurance.

B. Blindness or Low Vision:

- (i) B-Blind
- (ii) PB-Partially Blind

C. Hearing impairment:

- (i) D-Deaf
- (ii) PD-Partially Deaf

(Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of _____ years _____ months.*

3. Percentage of disability in his/her case is percent.

4. Sh./Smt./Kum.....meets the following physical requirements for discharge of his/her duties:-

- | | |
|--|--------|
| (i) F-can perform work by manipulating with fingers. | Yes/No |
| (ii) PP-can perform work by pulling and pushing. | Yes/No |
| (iii) L-can perform work by lifting. | Yes/No |
| (iv) KC-can perform work by kneeling and crouching. | Yes/No |
| (v) B-can perform work by bending. | Yes/No |
| (vi) S-can perform work by sitting. | Yes/No |
| (vii) ST-can perform work by standing. | Yes/No |
| (viii) W-can perform work by walking. | Yes/No |
| (ix) SE-can perform work by seeing. | Yes/No |
| (x) H-can perform work by hearing/speaking. | Yes/No |
| (xi) RW-can perform work by reading and writing. | Yes/No |

(Dr. _____)
Member
Medical Board

(Dr. _____)
Member
Medical Board

(Dr. _____)
Chairperson
Medical Board

Countersigned by the
Medical Superintendent / CMO/Head of
Hospital (with seal)

*Strike out which is not applicable.

ANNEXURE -II**RESERVATION ROSTER FOR PERSONS WITH DISABILITIES**

Year of Recruitment	Cycle No. and Point No.	Name of Post	Whether identified suitable for Persons with Disabilities suffering from			Unreserved or Reserved *	Name of the person appointed and date of appointment	Whether the person appointed is VH/HH/OH or None **	Remarks, if any.
			VH	HH	OH				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

* If identified reserved, write VH/HH/OH, as the case may be, otherwise write UR

** Write VH, HH, OH or None, as the case may be.

*** VH, HH, OH stand for visually handicapped, Hearing Handicapped and Orthopaedically Handicapped.

ANNEXURE IIIPWD Report I

**ANNUAL STATEMENT SHOWING THE REPRESENTATION OF THE PERSONS
WITH DISABILITIES IN SERVICES
(As on 1ST January of the year)**

**MINISTRY / DEPARTMENT
ATTACHED / SUBORDINATE OFFICE:**

Group	Number of Employees				
	Total	In Identified posts	VH	HH	OH
1	2	3	4	5	6
Group A					
Group B					
Group C					
Group D					
Total					

Note: (i) VH stands for Visually Handicapped (persons suffering from blindness or low vision)

(ii) HH stands for Hearing Handicapped (persons suffering from hearing impairment)

(iii) OH stands for Orthopaedically Handicapped (persons suffering from locomotor disability or cerebral palsy)

ANNEXURE IV**PWD REPORT II****STATEMENT SHOWING THE NUMBER OF PERSONS WITH DISABILITIES APPOINTED DURING THE YEAR**

(For the Year _____)

**MINISTRY / DEPARTMENT
ATTACHED / SUBORDINATE OFFICE:**

GROUP	DIRECT RECRUITMENT								PROMOTION							
	No. of vacancies reserved			No. of Appointments Made					No. of vacancies reserved			No. of Appointments Made				
	VH	HH	OH	Total	In Identified Posts	VH	HH	OH	VH	HH	OH	Total	In Identified Posts	VH	HH	OH
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Group A									NIL	NIL	NIL					
Group B									NIL	NIL	NIL					
Group C																
Group D																

Note: (i) VH stands for Visually Handicapped (persons suffering from blindness or low vision)

(ii) HH stands for Hearing Handicapped (persons suffering from hearing impairment)

(iii) OH stands for Orthopaedically Handicapped (persons suffering from locomotor disability or cerebral palsy)

(iv) There is no reservation for persons with disabilities in case of promotion to Group A and B posts. However, persons with disabilities can be promoted to such posts, provided the concerned post is identified suitable for persons with disabilities.

No. 36035/8/2003-Estt(Res)
Government of India
Ministry of Personnel, P.G & Pensions
Department of Personnel & Training

New Delhi
Dated the 26th April, 2006

OFFICE MEMORANDUM

Sub: Reservation for the Persons with Disabilities.

The undersigned is directed to say that the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 which came into existence on 1.1.1996 provides for reservation for persons with disability in the posts identified for three categories of disabilities namely (i) blindness or low vision, (ii) hearing impairment and (iii) locomotor disability or cerebral palsy. Instructions have also been issued by this Department for providing reservation for such persons. In spite of the Act and the instructions of this Department, vacancies were not earmarked reserved or were not filled by reservation in some establishments.

2. The matter has been considered carefully and it has been decided that reservation for persons with disabilities should be implemented in right earnest and there should be no deviation from the scheme of reservation, particularly after the Act came into effect. In order to achieve this objective, all the establishments should prepare the reservation roster registers as provided in this Department's O.M. No. dated 36035/3/2004-Estt(Res) dated 29.12.2005 starting from the year 1996 and reservation for persons with disabilities be earmarked as per instructions contained in that OM. If some or all the vacancies so earmarked had not been filled by reservation and were filled by able bodied persons either for the reason that points of reservation had not been earmarked properly at the appropriate time or persons with disabilities did not become available, such unutilized reservation may be treated as having been carried forward to the first recruitment year occurring after issue of this O.M. and be filled as such. If it is not possible to fill up such reserved vacancies during the said recruitment year, reservation would be carried forward for further two years, whereafter it may be treated as lapsed.

3. It has been observed that some recruiting agencies declare in their advertisements that blind / partially blind candidates need not apply and that separate examinations would be conducted for visually handicapped candidates.

Attention is invited to para 7 of this Department's O.M. No. 36035/3/2004-Estt(Res) dated 29.12.2005 which provides that persons with disabilities selected on their own merit will not be adjusted against the reserved share of vacancies. It means that persons with disabilities who are selected on their own merit have to be adjusted against the unreserved vacancies and reservation has to be given in addition. If visually handicapped candidates or any other category of handicapped candidates are debarred from applying on the ground that a separate examination would be conducted for them, chances of handicapped candidates being selected on their own merit would be eliminated. Thus debarring of any category of handicapped candidates in the above manner is against the provisions contained in the aforesaid O.M. It is, therefore, requested that persons with disabilities should not be debarred from applying for the posts identified suitable for them and should be provided opportunity to compete for the unreserved vacancies as well by holding a common examination.

4. Contents of this O.M. may be brought to the notice of all concerned.

K.G. VERMA,
Deputy Secretary to Government of India.

IMMEDIATE/COURT MATTER

No.36012/24/2009-Estt(Res)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi.
Dated the 3rd December 2013

OFFICE MEMORANDUM

Subject: Reservation for persons with disabilities- Computation of reservation- implementation of the judgement of Hon'ble Supreme Court in the matter of Union of India & Anr. Vs. National Federation of Blind & Ors.

The undersigned is directed to refer to this Department's OM No.36035/3/2004-Estt.(Res) dated 29.12.2005, a copy of which is enclosed for ready reference, through which this Department had issued consolidated instructions regarding reservation for persons with disabilities. The instructions were in consonance with the provisions of the Persons with Disabilities (Equal Opportunity, Protection of Rights and Full Participation) Act, 1995.

2. Para 13 of the Office Memorandum of 29.12.2005 provides that reservation for persons with disabilities in case of direct recruitment as well as promotion for Group C and Group D posts shall be computed on the basis of total number of vacancies occurring in Group C and Group D posts as the case may be in the establishment although the recruitment of the persons with disabilities would only be in the posts identified suitable for them. Para 14 of the said O.M. provides that Reservation for persons with disabilities in Group 'A' posts shall be computed on the basis of vacancies occurring in direct recruitment quota in all the identified Group 'A' posts in the establishment. The same method of computation applies for Group 'B' posts.

3. The Hon'ble Supreme Court in its judgement dated 8.10.2013 in the matter of Civil Appeal No.9096 of 2013 (arising out of SLP (Civil) No.7541 of 2009) titled Union of India & Anr. Vs. National Federation of Blind & Ors. has, inter-alia, held :

"Thus, after thoughtful consideration, we are of the view that the computation of reservation for persons with disabilities has to be computed in case of Group A, B, C and D posts in an identical manner viz., "computing 3% reservation on total number of vacancies in the cadre strength" which is the intention of the legislature."

4. The Hon'ble Supreme Court has, inter alia, directed that the following action be taken in order to ensure proper implementation of the reservation policy for the disabled and to protect their rights:-

(i) to issue an appropriate order modifying the O.M. dated 29.12.2005 and the subsequent O.Ms consistent with this Court's Order within three months from the date of passing of the judgment.

(ii) the "appropriate Government" to compute the number of vacancies available in all the "establishments" and further identify the posts for disabled persons within a period of three months from today and implement the same without default.

(iii) the DoPT shall issue instructions to all the departments/public sector undertakings/Government companies declaring that the non observance of the scheme of reservation for persons with disabilities should be considered as an act of non-obedience and Nodal Officer in department/public sector undertakings/Government companies, responsible for the proper strict implementation of reservation for person with disabilities, be departmentally proceeded against for the default.

5. Keeping in view the directions of the Hon'ble Supreme Court, Para 14 of the OM dated 29.12.2005 is modified to the following extent:

"Reservation for persons with disabilities in Group 'A' or Group 'B' posts shall be computed on the basis of total number of vacancies occurring in direct recruitment quota in all the Group A posts or Group 'B' posts respectively, in the cadre."

6. Other provisions of the OM viz. quantum of reservation, horizontality of reservation, effecting reservation and maintenance of rosters etc. would remain the same.

7. All the Ministries/Departments/Organisations of the Government of India are requested to compute the number of vacancies available in all the cadres under their control including attached offices, subordinate offices, public sector undertakings, Government companies, cantonment Board etc. in the aforesaid manner and further identify the posts for disabled persons within a period of three months from the date of the judgement of the Hon'ble Supreme Court (i.e. 8.10.2013) and implement the same without default.

8. This is for strict compliance in accordance with the directions of the Hon'ble Supreme Court in respect of all the Ministries/Departments including their Public Sector Undertakings/Government companies, Cantonment Boards etc. Non-observance of the provisions of reservation for persons with disabilities shall be considered as an act of disobedience and the Nodal Officer concerned in Department/Public Sector Undertaking/Government company, responsible for the proper strict implementation of reservation for person with disabilities, be departmentally proceeded against for the default.

G. SRINIVASAN,

Deputy Secretary to Government of India.

Tel. No. 23093074.

Annexure

<u>Abbreviation for colonne (4) :</u>	<u>Abbreviation for colonne (5) :</u>
S = Sitting	OA = One Arm
ST = Standing	BA = Both Arms
W = Walking	OAL = One Arm & One Leg
BN = Bending	BLA = Both Legs & Arms
CRL = Crawling	BLOA = Both Legs & One Arm
CL = Climbling	OL = One Leg
JU = Jumping	BL = Both Legs
L = Lifting	CP = Cerebral Palsy
KC = Kneeling & Crutching	LC = Leprosy Cured
RW = Reading & Writing	OH = Orthopedically Impaired
MF = Manipulation by Finger	VH = Visually Impaired
PP = Pulling & Pushing	B = Blind
SE = Seeing	LV = Low Vision
C = Communication	HH = Hearing Impaired
H = Hearing	

SL.NO	DEPARTMENT	PAGE NO
1	DIRECTORATE OF ACCOUNTS AND TREASURIES	
2	ADI DRAVIDAR WELFARE DEPARTMENT	
3	DEPARTMENT OF AGRICULTURE	
4	DEPARTMENT OF ANIMAL HUSBANDARY AND ANIMAL WELFARE	
5	DEPARTMENT OF ART & CULTURE	
6	COMMERCIAL TAXES DEPARTMENT	
7	CO-OPERATIVE DEPARTMENT	
8	DEPARTMENT OF FOOD AND DRUGS TESTING	
9	DEPARTMENT OF FOOD SAFETY	
10	INDIAN SYSTEMS OF MEDICINE AND HOMOPATHY	
11	DEPARTMENT OF INDUSTRIES AND COMMERCE	
12	HEALTH AND FAMILY WELFARE SERVICES	
13	DEPARTMENT OF INFORMATION TECHNOLOGY	
14	JUDICIAL DEPARTMENT	
15	LAW DEPARTMENT	
16	PUBLIC WORKS DEPARTMENT	
17	DIRECTOR OF SCHOOL EDUCATION	
18	SCIENCE ,TECHNOLOGY & ENVIRONMENT	
19	DEPARTMENT OF SOCIAL WELFARE	
20	STATIONERY AND PRINTING	
21	SURVEY & LAND RECORDS	
22	TOWN AND COUNTRY PLANNING DEPARTMENT	

ANNEXURE- I

POSTS IDENTIFIED TO BE RESERVED FOR PERSONS WITH DISABILITIES
POST IDENTIFIED TO BE RESERVED FOR THE PERSONS WITH DISABILITIES (OH including CP & LC, VH AND HH)

Sl. No.	Group	Designation	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition/ Remarks
1	2	3	4	5	6	7
I	DIRECTORATE OF ACCOUNTS AND TREASURIES					
1	Group 'B'	Stock Verifier/ Store Keeper Grade - I	S, ST, SE, RW, H, C	OA, OL, HH	Stock Verifier / Store keeper Grade -I check all the items of the stores, tools, equipments etc and verified them with the entries in the records. Visits offices, Go downs situated in different places. Checks registers maintained at stores or go downs to find out balance of stock in hand on day of inspection. Ensures that precautionary measures were observed in storing different items. Ensures that methods followed in receipt and issue of stores, indent of stores, maintenance of records etc. are in accordance with the instructions. Prepare inspection reports and submit to superiors pointing out shortages and damages of items and suggesting precautionary measures.	The work is mostly performed inside. The worker usually works alone. Bilateral hand activities of the person should be adequate. The incumbents should be considered with aids and appliances
2	Group 'C'	Store keeper / Grade - II and Grade - III	S, ST, SE, RW, H, C	OA, OL, HH	Store Keeper receives and issues various types of goods, tools, equipments, raw materials etc., and maintain record of each item. Check incoming supplies against order, bills or vouchers identifies weights or measures and examine various items to ensure correct supply. Enter details of goods received in stock registers. Maintains bin cards for each item indicating stock in hand. Ensures proper storing and preservations of goods. Issue stock on demand making necessary entry in the registers and bin cards. Exercise physical check of stores periodically and tallies with stock registers. Renders to superiors periodical statement and reports showing position and conditions of stock. Make requisition for replacement and further supply under advice of superiors. Supervises working of subordinate engaged in lifting of goods.	The work is mostly performed inside. The worker usually works alone. Bilateral hand activities of the person should be adequate. The incumbents should be considered with aids and appliances.
II	ADIDRAVIDAR WELFARE DEPARTMENT					
1	Group 'C'	Welfare Inspector	S, BN, SE, RW, MF	OA, OL, OAL, B, LV, HH	Implementation of the schemes maintained by the Department by verifying the suitability of candidates, financial position, and supervision of welfare measures.	The work is mostly performed out side/inside and not hazardous in nature. Should have functional communication skills. Redressal of grievances of the Scheduled Caste people

1	2	3	4	5	6	7
2	Group 'C'	Assistant Warden	S, ST, W, MF, SE, RW, H	OA, OL, B, LV, HH	Takes care of hostel, offices, institute public and other buildings and maintains them orderly and clean condition, attends to enquires and complaints and provides services such as arrangement for additional lighting, or ventilating equipment and sanitary services and takes safety measures against fires. Keeps record of labour and material costs for maintenance of building.	The work is performed inside as well as outside. Mobility of the person should be adequate the incumbent should be considered with aids and appliances
3	Group 'C'	V.T.C Instructress	S, RW, W, ST, BN, MF	OL, BL, OA, B, LV	Vocational guides and counsels individuals in vocational choice, vocational is adjustment, vocational progress, etc. interviews and collects information about clients to assess his strength and weaknesses	The work is mostly performed inside in well lighted rooms. Worker usually works in a group / alone
4	Group 'C'	Cook cum Server	ST, W, BN, L, MF, SE, C	BL, OL, LV, HH	Cook soups, meats, vegetables, desserts, and other food stuffs for consumption in hotels, restaurants and other establishments	The Work is mostly performed inside . Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficient with aids and appliances, whenever necessary
5	Group 'C'	Assistant Cook-cum-Server	S, ST, W, MF, SE, H	OL, LV, HH,	To assist head cook to plan, organise, prepare and cook food stuffs and serve the food.	The work is performed mostly inside. The work place is well - lighted room. The worker usually works in a group. The Incumbent should be considered with aids and appliances
6	Group 'C'	Sanitary Worker	S, ST, W, MF, PP, KC, SE, H	OL, LV, HH,	To assist sanitary Inspector in work of sanitation engaged on street and sewage, cleaning, removal of night soil, anti epidemic measures etc.	The work is performed mostly inside as well as outside. Mobility of the person should be adequate. The person should be able to accomplish assigned task efficiently. The incumbent should be considered with aids and appliances
7	Group 'C'	V.T.C Helper	S, ST, W, BN, MF, PP, KC, SE, H	OL, LV, HH	To assist the vocational training centre instructress and trainees.	The work is performed mostly inside as well as outside. Mobility of the person should be adequate. The person should be able to accomplish assigned task efficiently.

1	2	3	4	5	6	7
III	DEPARTMENT OF AGRICULTURE					
1	Group 'B' Non-Gazetted	Agricultural Officer	S, ST, W, BN, MF, SE, RW, C	OL, BL, HH, OA	Production of certified seeds in the farmer's holding by supervising the seed crops periodically to protect them from to incidents of pests & Diseases, issuing of permits for pesticides & fertilizers, maintenances of public/Garden/Botanical Garden, Supervising the plant operation and monitoring their activities and also monitoring the work of Dem. Asst. working under their control	The work is performed both inside and outside. Work in the field is done in agroup. Desk job is done alone. Work place inside is well lighted and comfortable but field work involves dusty, humid and hot conditions. Mobility and both hand activities of the person should be adequate. The incumbent may be considered with aids / appliances wherever necessary
2	Group 'C'	Machinist	S, ST, BN, L, MF, SE	OL, HH, LV	Operates various types of power driven metal cutting or grinding machines for cutting and grinding metal. Studies drawing or measures out sample with appropriate measuring instruments to note different dimensions and sequence of operations required. Selects metal piece and marks it or gets it marked for machining operations required	The work is mainly performed inside. The environment can be hot noisy and vibratory. The person should be able to accomplish assigned task efficiently. The incumbent should be considered with aids and appliances
3	Group 'C'	Electrician	S, ST, W, BN, L, KC, PP, MF, SE	OL, HH	Installs, repairs replaces and overhauls wiring, starters , generators, distributors and other electrical equipment of motor vehicles	Work is performed inside and outside. Mobility of the person should be adequate, incumbent should be considered with aids & appliances
4	Group 'C'	Welder	S, ST, W, BN, MF, SE	OL, HH	Welder joint metal parts by fusion. Sets machine for operation by igniting burners and adjusting flames or by switching on current, regulates flow of gas or current and adjusts machine according to material to be welded. Checks cooling system and adjusts movement of conveyor if any. Feeds materials to be welded with either one by one or in batch according to type of machine and welds them by pressing paddle are by automatic arrangements. May use fixtures or other suitable devices for mass production work.	The work is performed inside as well as outside. Mobility of the person should be adequate. The incumbent should be considered with aids and appliances
5	Group 'C'	Electrician-cum-Mechanic	S, ST, W, MF, SE, RW, H	OL, HH, LV	Installs, maintains and repairs electrical machinery equipment and fitting in factories, workshop power houses etc. Studies drawing and other specification to determine electrical circuit installation details	The works performed inside as well as outside the work place is a well lighted rooms the worker usually worker either alone or in a group mobility of the persons should be adequate. The incumbent should be considered with aids and appliances

1	2	3	4	5	6	7
6	Group 'C'	Artist	S, ST, W, PP, L, KC, MF, SE	OL, BL, HH, OA, OAL	Artist prepares designs for advertising articles or draws illustration for books, magazines, posters, charts, hoardings etc.	The work is mostly be performed inside as well as outside. The worker usually works alone. Bilateral hand activities should be adequate or should have developed compensatory alternative mechanism. The incumbent should be considered with aids and appliances
7	Group 'C'	Turner	S, ST, BN, MF, SE	OL, HH, LV, B	Lathe operator makes metal articles to required specification using lathe and cutting tools. studies drawing and other specification of parts to be make .selects metal, holds it in chuck jig or fixture manipulating chucks jaws or otherwise using on lathe as required centers each by dial indicator or making block and secretly lightens it in positions.	The work is mainly performed inside. The environment can be hot noisy and vibratory. The person should be able to accomplish assigned task efficiently. The incumbent should be considered with aids and appliances
8	Group 'C'	Laboratory Attendant	S, ST, W, MF, SE, RW, H	OL, HH, LV	Sets various instruments and apparatus in laboratory for conducting study and tests	The work is performed mostly inside. The work place is a well lighted and comfortable. The incumbent should be considered with aids and appliances.
9	Group 'C'	Mazdoor	S, ST, W, BN, L, MF, SE, C	OL, HH, OA, OAL, LV, B	Performed simple manual tasks of routine nature Requiring physical strength, and are engaged in lifting and carrying loads, cleaning and sweeping gardens sprinkling water etc	The work is performed mostly in the field or outside. He usually works alone. Mobility and bilateral hand activities should be adequate. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances whenever necessary
10	Group 'C'	Caner	S, ST, BN, MF	OL, BL, HH, LV, B	Interweaves cane strips to make seat, back etc., of chairs, sofa sets and similar furniture. Soaks per-cut rattan stakes in water to soften and bleach: removes stakes from bath when soft, cuts and removes splints and splits them into strips of desired size and thickness: interlaces strips through and around frame of furniture to be made according to pattern cutting off and concealing or weaving together loose ends to finish edges winds wickers around joints to strengthen and conceal them. May specialise in weaving a particular article.	The work is performed inside as well as outside the incumbent should be considered with aids and appliances

1	2	3	4	5	6	7
IV	DEPARTMENT OF ANIMAL HUSBANDRY AND ANIMAL WELFARE					
1	Group 'A'	Veterinary Assistant Surgeon	S, ST, W, BN, L, RW, MF, PP, SE, C, H	OL, HH	He is required to perform multifarious activities under various schemes implemented by the department in addition to his duties on the treatment side. Wherever he is posted, he will be overall charges of the institution where he is posted. He shall be responsible for the clinical treatment to all out patients(animals) brought to the institution, wherever inpatient facilities are available, he may, at his discretion, admit patients keeping in view of the availability of space and seriousness of the disease. He shall submit indents for the supply of medicines/instruments and other appliances annually as per necessity and in consultation with his controlling officer to the Director. He shall conduct periodical prophylactic vaccination against various diseases in animals and birds such as Rinderpest, Hemorrhagic disease, Block quater, Anthrax, Rabies, Foot and Mouth disease, Ranikhet disease, Fowl Fox, Duck Plague etc. He shall conduct the post mortem of animals/birds died in their respective jurisdiction if and when requested by the owner of the animal. He shall be responsible for arranging and conducting of Cattle/Poultry shows vaccination/Deworming camps, Calf Rallies, etc. in his jurisdiction.	Indoor and outdoor
2	Group 'B'	Assistant Veterinarian	S, ST, PP, L, SE, H, RW	OL, HH	He shall sterilize the instruments and other appliances used for day-to-day work daily. He shall assist the Veterinary Asst. Surgeon in surgical operations and in discharging his technical duties whenever required to do so. He shall be responsible for the proper preservation, maintenance and accounting of a frozen semen entrusted to him. He shall responsible for the up-keep of the liquid nitrogen containers, its accessories other equipments, their maintenance and safety in the institutions where is posted for works. In the case of an out-break of a disease he shall report the fact immediately to the commune Veterinary Assistant Surgeon of his jurisdiction for all possible remedial measures.	Indoor and outdoor
3	Group 'C'	Fieldman	S, BN, SE, RW, MF	OL, HH	He shall be responsible for cleaning of farm premises (inside and outside the farm house), feeding, watering of birds egg collection, deworming of birds, stirring of litter, maintenance of motor and water supply. He shall assist the staff to maintain all registers pertaining to birds such as purchase, culling, mortality, feeding etc. by giving timely information. He shall collect applications from the formers as per the eligibility criteria fixed for the scheme, scrutinize the applications and submit them with factual information to the Veterinary Assistant Surgeon. He shall assist the Veterinary Assistant Surgeon to identify the calves selected and for tagging	Indoor and outdoor

1	2	3	4	5	6	7
4	Group 'C'	Veterinary Attendant	S, ST, PP, L, SE, H, RW	OL, HH	He shall assist the Fieldman in carrying out his routine work and shall also look after the duties of the Fieldman in his absence. He shall assist the Store-Keeper in procurement of live birds and eggs as and when necessary. He shall assist the Store-keeper in the disposal/supply of eggs and chicken to Government Institutions. He Attendants for the smooth functioning of the daily routine. He shall conduct vaccination of poultry under the direct supervision of Assistant Veterinarian and also carry out any other work entrusted to him by the Veterinary Assistant Surgeon.	Indoor and outdoor
5	Group 'C'	Caner	S, ST, BN, MF	OL, BL, B, LV, HH	He shall assign the works of knitting of wooden chair of this Department. He has carried out this works in this Department in each and every sections on routine basis. He has attend all works only in indoor. Outdoor duty is not assigned for caner.	Indoor
V DEPARTMENT OF ART & CULTURE						
1	Group 'B'	Assistant Library & Information Officer	S, BN, SE, RW, MF,	OA, OL, B, LV, HH	Librarians organize and maintain systematic collection of books, periodicals and other printed matter in library and issue them to readers. Select publications to be purchased and receive priced/complimentary copies of books, periodicals and other publications from authors/publishers. Classify or supervise classifications, indexing cataloguing, shelving of books and other publications and maintain records of stocks and issue. Guide readers in selecting books or in finding information required by them. Give information from library sources on subject of general or special interest to individual groups. Maintain liaisons with other libraries. Make abstract and summaries of important articles from incoming periodicals. Also look after organizations and administration of academic public research and technical libraries.	The works is mostly performed inside. Work place is well lighted. The worker does his work alone. It does not involve any hazards. Bilateral hand activities should be adequate.
2	Group 'B'	Curator	S, ST, W, BN, L, PP, SE, RW, C	OL, HH	Museum Curator Collects, prepares and preserves objects or materials of historical, biological, geological, archeological and antique importance and displays them for public view in museums or exhibition halls. Undertakes extensive tours of country and collects rare objects and materials of historical importance. Classifies collections under appropriate heads according to genus, family and species (if animals) or to periods (if monuments) . prepares or gets prepared material for proper and effective display. Labels specimens or objects with proper descriptions. Preserves specimen in special media like Lysol, Formalin, etc. Displays objects in various exhibition hall of museum to give better effect. Conducts or carries out research to trace history of objects. Publishes research reports relating to museum collection for use by scholars. Provides facilities to research workers in identification and classification of objects. May conduct visitors to Museum and explain to them history of articles, etc.	The Work is performed inside as well as outside. Usually workers work alone. The place is well lighted. Mobility of the person should not be restricted. The incumbent should be considered with aids and appliances.

1	2	3	4	5	6	7
3	Group 'B'	Deputy Director	S, ST, W, RW, C, MF, SE	OL, BL, OA, OAL, B, LV, HH	Duties assigned by the Director, assisting the Director. They serve in various capacities in the Government. They assist in and/or execute various plans, policies of the Government in general and their Department in particular. May supervise actual execution of different plans, schemes, etc., by the various units of the office and co-ordinate their work. May provide the necessary inputs for the efficient running and expansion of the Department. May lay down policy and prepare plan schemes including cost analysis for expansion and/or continuation of the Department of particular units of the Department. May do analysis and prepare annual, quarterly reports on the functioning and efficiency of the Department for the information of public Press and the Parliament. May prepare advertisement material for notifying vacancies, etc, in the press. May arrange and/or attend departmental, inter-departmental meetings	The work is performed mainly inside. Occasional touring is required. Working conditions are usually clam and quiet. The worker plans his work alone. No hazards are involved. Incumbents with OA, OL and BL to be considered with use of aid and appliances as per job requirements. Mobility should not be restricted. Incumbent of B, LV category to be supported by appropriate software and with HH category should be able to communicate using appropriate aids. Use of aid and appliances as per requirement of the job
4	Group 'B'	Research Assistant	S, W, SE, ST, RW, C	OA, OL, HH, B, LV	They develop and apply most effective methods for collecting, tabulating and interpreting data in any one of wide variety of fields. Determine character and volume of information necessary for solution of any problem and obtain or devise method for collecting necessary information. Determine most effective techniques for the production of data required according to nature of available information and type of problem under study. Interpret and present data in required form. May write reports analyzing and evaluating conclusion on basis of variables conditions affecting interpretation of validity. May advise and consult private industrial concerns or Government agencies on matters such as operating efficiency, marketing methods and fiscal problems.	The work is performed both inside and outside. Work place in the field is usually done in group. Most of the other work is done alone. Work place is usually well-lighted and comfortable. No hazards are involved.
5	Group 'B'	Programme Assistant	S, W, SE, ST, RW, C	OA, OL, HH, B, LV	They develop and apply most effective methods for collecting, tabulating and interpreting data in any one of wide variety of fields. Determine character and volume of information necessary for solution of any problem and obtain or devise method for collecting necessary information. Determine most effective techniques for the production of data required according to nature of available information and type of problem under study. Interpret and present data in required form. May write reports analyzing and evaluating conclusion on the basis of variables conditions affecting interpretation of validity. May advise and consult private industrial concerns or Government agencies on matters such as operating efficiency, marketing methods and fiscal problems.	The work is performed both inside and outside. Work place in the field is usually done in group. Most of the other work is done alone. Work place is usually well-lighted and comfortable. No hazards are involved.

1	2	3	4	5	6	7
6	Group 'B'	Library Information Assistant	S, ST, W, BN, L, MF, SE, RW, C	OA, OL, OAL, BL, HH	Librarians and related Information Professionals, Other include all other Librarians engaged in cataloguing, preserving and maintaining books, manuscripts, magazines of historical, scientific and literary importance, not elsewhere classified.	The work is performed both inside and outside. Work place in the field is usually done in group. Most of the other work is done alone. Work place is usually well-lighted and comfortable. No hazards are involved.
7	Group 'C'	Museum Assistant	S, BN, SE, RW, MF, ST, W	OL, HH	Museum Assistant, Collects, prepares and preserves objects or materials of historical, biological, geological archeological and antique importance and displays them for public view in museums or exhibition halls. Classifies collections under appropriate heads according to genus, family and species, if (animals) or to periods (if monuments) labels specimens or objects with proper descriptions. Preserves specimen in special media like Lysol, Formalin, etc. Displays objects in various exhibition hall of museum to give better effect. Conducts or carries out research to trace history of objects. Provides facilities to research workers in identification and classification of object. May conduct visitors to Museum and explain to them history of articles, etc. Operating camera, taking photos of various event, making albums and keep records	The work is performed both inside as well outside. Usually workers work alone. The place is well-lighted. Mobility of the persons should not be restricted. The incumbent should be considered with aids and appliances.
8	Group 'C'	Photographer	ST, W, BN, SE, RW, H	OL, HH		The work is performed mostly outside
9	Group 'C'	Artist	S, ST, W, PP, KC, MF, SE, L	OA, OL, OAL, BL, HH	They prepare designs for advertising articles or draw illustrations for books magazines, posters, charts, hoardings etc., in suitable columns. Study specifications and discuss details with superiors. Determine subject matter in consultation with client and draw designs and sketches with or without colour to desired effect. Execute approved design in required design in required medium such as paints oils, water colour etc	The work is performed mostly inside. Work place is well-lighted and comfortable. No hazards are involved.
10	Group 'C'	Library Clerk	S, ST, W, SE, RW, H	OA, OL, OAL, BL, HH	Library clerk; Library Assistant complies records, sorts and shelves books, and issues and receives library materials, such as books, periodicals, films, newspapers, etc. Records identifying data and due date on cards by hand or stamping machine to issue books to patrons. Inspects returned books for damage, verifies due date, and computes and receives overdue fines. Reviews records to compile list of overdue books and issues notices to borrowers. Sorts books, publications, and other items according to classification code and returns them to shelves, files or other designated storage area. Locate books and publications for patrons. Issues borrower's identification card according to established procedures. Files cards in catalogue drawers according to prescribed system. Repairs books, using mending tape and paste and brush. Answers inquiries of non - professional nature on telephone or in person and refers persons requiring professional assistance to Librarian	

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11	Group 'C'	Book Binder	S, MF, L	BL, OL, HH, LV	Book Binder assembles printed or written pages in the form of books, magazines, ledgers, etc. Performs all or any of operations connected with book binding such as reeling, perforating, cutting, stitching, fixing covers, fixing leather or calico back.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
12	Group 'C'	Gallery Assistant	ST, W, L, BN, MF, SE, H,C	OL, HH, LV	Opening, closing the doors of gallery, providing necessary facilities like water and etc., to the guests	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
13	Group 'C'	Junior Library Attendant	S, ST, W, PP, L, KC, BN, MF, SE, H, RW	OA, OL, BL, HH, LV	To open doors windows, dusting cupboards, books, chairs carry books as instructed, etc.	The work is performed mostly inside. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
VI	COMMERCIAL TAXES DEPARTMENT					
1	Group 'C'	Assistant Commercial Tax Officer	S, ST, W, RW, MF, SE, C, H	OA, OL, HH, OAL	Watching of filing monthly returns by dealers, realization of amount due from the dealer, issuing notice for non-filers, on-payment of tax. Taking penal action for belated filers of returns and late payment of taxes by dealers. Assessment of dealers accounts and passing final orders. Recovery of tax from defaulters. Conducting outdoor activities viz. Street survey, shop inspection lorry check, Scrutiny assessment. Follow-up action in the cases filed before the court, tribunals an appellate forums. Ensure satisfactory working and executing of policy decisions. Instruct staff members and others concerned on procedural matters, record and registers to be maintained, policy decisions, connected rural and regulation etc. and guide them as necessary. Visit related offices, institutions, shop, establishment etc. check records and connected papers.	The work is mostly performed out side. The worker usually works alone, mobility and bilateral hand activates of the persons should not be restricted. Should be able to accomplish assigned task efficiently. The incumbents should be considered with aids and appliances. It dose not involve any hazards. It requires extensive travel, usage of computer is essential.

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VII CO-OPERATIVE DEPARTMENT						
1	Group "B" G	Deputy Register of Co-operative Societies	S, ST, BN, RW, MF, SE, C, H	BL, OA, OL, OAL, BLOA, HH	In-charge of the respective co-operation societies functioning under their control	
2	Group "B" NG	Co-operative Officer	S, BN, RW, KC, PP, MF, L, SE	BL, OA, OL, OAL, BLOA, HH	Apart from Statutory duties, the Co-operative officers are acting as Section Heads, under the control and supervision of the controlling officer, viz. Deputy Registrar of Co-operative Societies/Dairy Development Officer, with the assistance of Senior Inspectors/Junior Inspectors, and Technical Supervisors Co-ordinate and supervise the work of the dealing assistants, who are attached to them, for prompt and speedy disposal of routine office works, such as registration of new co-operative societies. Functioning as Administrator/Special Officer of co-operative societies and exercising the powers of the committee of management to run the societies, either on deputation basis or holding such post as additional charge. Conduct of annual audit, which yield revenue to the Government by way of levying audit fees. Conduct of statutory annual stock verification, which yield revenue to the Government by way of levying stock verification fees. Working as executive for surprise audit/inspection and for collecting factual information from the societies. Functioning as Sale Officer, in respect of execution petitions filled by the decree-holders.	The work is mostly performed inside in well lighted room. Worker usually works alone. It dose not involve any hazards. They have to perform supervision and leadership role during discussion and presentation. Bilateral communication is required
3	Group "B" NG	Senior Inspector	S, BN, RW, KC, PP, MF, L, SE	BL, OA, OL, OAL, BLOA, HH	Attending the office currents, Maintaining of the Audit Certificate, Issue Register, Audit Fees(Levy & Collection) Register, Society Registration Register, etc. Assisting the section heads, viz. Deputy Registrar/Dairy Development Officer. Functioning as Administrator/Special Officer of co-operative societies and exercising the powers of the committee of management to run the societies, either on deputation basis or holding such post as additional charge. Conduct of statutory annual audit, which yield revenue to the Government by way of levying audit fees. Conduct of statutory annual stock verification, which yield revenue to the Government by way of levying stock verification fees. Functioning as quasi-judicial authority, as Arbitrator, for the disposal of monetary disputes filed under Section 84 of the Act.	
4	Group "C"	Junior Inspector	S, BN, RW, MF, SE, C, H, W	BL, OA, OL, OAL, BLOA, HH	Attending the office currents, Maintaining of the Audit Certificate, Issue Register, Audit Fees(Levy & Collection) Register, Society Registration Register, etc. Assisting the section heads, viz. Deputy Registrar/Dairy Development Officer. Functioning as Administrator/Special Officer of co-operative societies and exercising the powers of the committee of management to run the societies, either on deputation basis or holding such post as additional charge. Conduct of statutory annual audit, which yield revenue to the Government by way of levying audit fees. Conduct of statutory annual stock verification, which yield revenue to the Government by way of levying stock verification fees. Functioning as quasi-judicial authority, as Arbitrator, for the disposal of monetary disputes filed under Section 84 of the Act.	

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5	Group 'B' NG	Technical Supervisor	S, BN, RW, MF, SE, C	OA, OL, HH	They develop and apply most effective methods for collecting, tabulating and interpreting data in Handloom sector. Make periodical and surprise checks of yarn and finished goods of handloom products by the appropriate co-op. societies. Advise Appropriate authority on financial matters including revenue and expenditure such as procedure for procurement of raw materials ,machinery, looms and other purchases and also disposal of assets write of depreciation, award of contract etc..	
VIII DEPARTMENT OF FOOD AND DRUGS TESTING						
1	Group 'A'	Senior Public Analyst	S, ST, W, BN, RW, SE, C, H	OL, HH	Statutory post and has to develop and apply most effective methods for collecting, Tabulating and interoperating data in the analytical field at laboratory. Determine character and volume of information for solution of any problem and obtain devices and methods for collecting necessary information. Write reports on analysing and evaluating conclusion on basic of variable conditions affecting interperation of validity. May advice and consult private industrial concerns or Government agencies on matter such as operating efficiency and physical problems	The work is performed both inside and outside. Most of the work is done in team inside the laboratory. Work place is usually well lighted and comfortable. Involves chemical hazards. Processes knowledge in operating of instruments with appppriated software and appliances support
2	Group 'A'	Government Analyst	S, ST, W, BN, RW, SE, C, H	OL, HH	Statutory post and to develop and apply most effective methods for collecting tabulating and interoperating data in drug analysis in the laboratory. Determine character and volume of information for solution of any problem and obtain devices and methods for collecting necessary information. Write reports on analysing and evaluating conclusion on basic of variable conditions affecting interperation of validity. May advice and consult private industrial concerns or Government agencies on matter of analysis of drugs, such as operating efficiency, and physical problems and issues reports in drug analysis.	The work is performed both inside and outside. Most of the work is done in team inside the laboratory. Work place is usually well lighted and comfortable. Involves chemical hazards. Processes knowledge in operating of instruments with appppriated software and appliances support
3	Group 'B'	Public Analyst	S, ST, W, BN, RW, SE, C, H	OL, HH	Statutory post and has to develop and apply most effective methods for collecting, Tabulating and interoperating data in the analytical field at laboratory. Determine character and volume of information for solution of any problem and obtain devices and methods for collecting necessary information. Write reports on analysing and evaluating conclusion on basic of variable conditions affecting interperation of validity	The work is performed both inside and outside. Most of the work is done in team inside the laboratory. Work place is usually well lighted and comfortable. Chemical hazards are Involves. Processes knowledge in operating of instruments with appppriated software and appliances support

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4	Group 'B'	Manufacturing Chemist	S, ST, W, BN, RW, SE, C, H, MF	OL, HH	Specialize in the analytical activities of drug samples and issues reports provide information to the Government analyst. Able to understand the compositions of chemical and perform analytical activities of various sample of drugs, record the results and interpretation of data, wherever required, in the drug testing laboratory.	Work in calm and quite environment with good light condition. Involves chemical hazards
5	Group 'B'	Junior Scientific Officer	S, ST, W, BN, RW, SE, C, H, MF	OL, HH	To supervise the analytical work of food, drugs and water samples, issues reports, preserve records and report to the superiors at periodical intervals. The work is carried inside the laboratory	Work in calm environment with good light condition. Work place is usually well lighted and comfortable. Involved chemical hazards
6	Group 'B'	Senior Scientific Assistant	S, ST, W, BN, L, RW, MF, SE, C, H	OL, HH	Determine character and volume of information required for the analysis of food drug and water samples and device method required for the analysis in the laboratory. May writ reports on analysis and evaluate conclusion on the basis of result, interperating the data available and advice the superiors.	Most of the work is performed inside the laboratory. Work place is usually well lighted and comfortable no hazards are involved
7	Group 'B'	Senior Sample taker	S, ST, W, BN, L, RW, MF, PP SE, C, H	OA, OL, OAL, HH	Measures the samples, coding and de-coding is done samples are allotted to the concerned sections. Reports the superiors about the result of analysis.	Work is performed inside. No Hazards are involved. Should have functional communication skills and knowledge of instruments and devices.
8	Group 'C'	Sample taker	S, ST, W, BN, L, RW, MF, SE, C, H	OL, HH	Receives samples of food, drugs, water, alcohololic drinks etc. Measures the samples, coding and de-coding is done and samples are allotted to the concerned section.	Work is performed inside. No Hazards are involved. Should have functional communication skills and knowledge of instruments and devices.
IX	DEPARTMENT OF FOOD SAFETY					
1	Group 'B'	Senior Food Inspector	S, ST, W, BN, RW, SE	OA, OL	Issue licence to the food business. Establishments, Inspect the premises of the food business operators, co-ordinates with the Food safety Officers interpretation of data. Reports at periodical intervals to the superiors.	The work is performed both inside and outside. Most of the work is done in team and alone. No hazards are involved. Possesses knowledge in operating of computer system with internet since the procedure of licencing and reporting is through on-line.

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2	Group 'B'	Food Inspector	S, ST, W, BN, RW, SE	OA, OL	Register the food business. Establishments, inspect the premises of the food business operators, co-ordinate with the Designated officer in matters of inspection, reports, collecting, tabulating and interpreting data on licence and Registration, market survey and public complaints. Determine character and volume of information for solution of any problem and obtain devices method for collecting necessary informations. Write reports on inspection and evaluating conclusion on basic of variable conditions affecting interperation of validity. May advice and consult food business operators or Government agencies on matters of public health, clean surroundings and hygienic food to the public.	The work is performed both inside and outside. Most of the work is of inspection nature. Requires good physique to make frequent inspections.
X	INDIAN SYSTEMS OF MEDICINE AND HOMOPATHY					
1	Group 'C'	Pharmacists	S, ST, W, BN, RW, MF, SE, H	OA, OL, OAL, HH	To work in a Pharmacy and distributing medicines	Should have functional communication skill with assistive listening devices. Mobility and bilateral hand actives of the person should be adequate
XI	DEPARTMENT OF INDUSTRIES AND COMMERCE					
1	B (Non-Gazetted)	Technical Officer	S, ST, W, BN, RW, SE, C, H	OA, OL, HH	Inspection of industrial units for issue of EM Part - II (Permanent Registration Certificate) and Production Certificate in case of large scale enterprises., Assessment of installed capacity for allotment of Raw materials such as steel, spirit, Petroleum products etc., Inspection of industrial units for frecommendation of subsidy to those units, which obtained ISO certification viz. ISO 9000 etc. to the Ministry of Commerce, processing of applications for Industrial Facilitation Council in respect of delayed payment and non-payment of micro and small enterprises. Maintenance of the Departments website. monitoring of Industrial units which have availed subsidies.	Indoor and outdoor
2	B Gazetted	Assistant Director	S, ST, W, BN, RW, SE, C, H	OA, OL, HH	Registration of industrial Units (EM Part - I & II), monitoring of time bound industrial clearances, Ease of doing business & make in india, Revival of sick industrial Units /BIFR, Special Economic Zone (SEZ), World Trade organization (WTO), Exports, Pollution Control measures (Scrutinizing & Forwarding of applications to pollution control committee and furnishing of reports to certain cases , Industrial awards central & State Government (Recommendations), Census	Indoor and outdoor

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XII	HEALTH AND FAMILY WELFARE SERVICES					
I	Group 'A'	Senior Dietician	S, ST, W, BN, MF, SE, RW, C	OL, HH	<p>1. Management of Dietetic department</p> <p>2. Management of therapeutic Kitchen</p> <p>3. Standardization of recipes and supervision of cooking</p> <p>4. Teaching dietetic trainees, nursing staff and others</p> <p>5. Maintaining duty roster of kitchen staff, leave record, six monthly health record of class iv-employees and other records required for personnel management.</p> <p>6. Running nutrition clinic and to attend to Dietetic clinic.</p> <p>7. Taking surprise visits to ensure proper distribution of food to patients particularly therapeutic diets.</p> <p>8. Ordering dietary articles (dry and fresh) and supervising the receipts and issues of all supplies.</p> <p>9. Checking of purchase of bills relating to dietary articles in regard to their specification, quantity and rates and passing them on to Accounts section.</p> <p>10. Maintenance of proper accounts for all dietary articles and in ventory for dead stock articles.</p> <p>11. Sanitation and cleanliness of kitchen areas.</p> <p>12. Supervision of fire precautions in the department</p> <p>13. Any other duty that may be specified by the Medical Superintendent.</p>	Indoor
2	Group 'B'	Dietician	S, ST, BN, SE, RW, H	OA, OL, BL, B, LV, HH	<p>1. Management of Dietetic department</p> <p>2. Management of therapeutic Kitchen</p> <p>3. Standardization of recipes and supervision of cooking</p> <p>4. Teaching dietetic trainees, nursing staff and others</p> <p>5. Maintaining duty roster of kitchen staff, leave record, six monthly health record of class iv-employees and other records required for personnel management</p> <p>6. Running nutrition clinic and to attend to Dietetic clinic</p> <p>7. Taking surprise visits to ensure proper distribution of food to patients particularly therapeutic diets</p> <p>8. Ordering dietary articles (dry and fresh) and supervising the receipts and issues of all supplies</p> <p>9. Checking of purchase of bills relating to dietary articles in regard to their specification, quantity and rates and passing them on to Accounts section</p> <p>10. Maintenance of proper accounts for all dietary articles and in ventory for dead stock articles</p> <p>11. Sanitation and cleanliness of kitchen areas</p> <p>12. Supervision of fire precautions in the department</p> <p>13. Any other duty that may be specified by the Medical Superintendent.</p>	Indoor

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3	Group 'A'	Child Psychologist	S, RW, W, ST, BN, SE, H, C	OL, BL, OA	1. To run a Child guidance clinic. 2. To attend all psychological problems of children attending Paediatrics Department. 3. To tackle the social problem of the children.	Indoor
4	Group 'B'	Orthotic Engineer	ST, BN, L, PP, MF, SE	OL, HH	1. Orthotic Engineer will be the overall in-charge of Orthotics and Prosthetics section. He will assist the Medical Officer in-charge in conducting the research oriented cases by using latest technical know-how. To attend patient's problems and to take immediate action in consultation with the Medical Officer in-charge. He will examine and evaluate the patient's needs and finalize the correct prescription of Orthotics and Prosthetics in consultation with the Medical Officer in-charge. He will formulate the design and select the material for Orthotics and Prosthetics. He will maintain the patient records. He will certify the quality of materials pertaining to Orthotics and Prosthetics. He will supervise the staff of Orthotist and Prosthetic section. He will guide the Orthotist and Prosthetist for smooth functioning of the centre. He will give lectures and demonstrations to colleagues and other professionals concerned with Orthotics and Prosthetics.	Indoor
5	Group 'C'	ANM/Maternity Assistant	S, ST, W, MF, RW, H, C	OL, LV	Population : 5000-7000 1. Maternal and Child Health, 2. Anti Natal Clinic, 3. Well Baby Clinic, 4. Teen Clinic, 5. Family Planning Clinic, 6. Field Visit, 7. Follow up of Dots (RNTCP), HIV Aids, 8. Surveillance activity in times of outbreak diseases (Cholera, Malaria, Dengue, etc.), 9. Any other duties assigned by Director / Deputy Director (Public Health), All ANMs will come under control of Deputy Director (Public Health) in spite of the fact they may drawn from different Heads of Officers, the work allocation will be done by Deputy Director (Public Health).	Outdoor
6	Group 'C'	Boiler Attendant	S, ST, W, BN, MF, SE	OL, HH	To look after the operation and maintenance of the boilers which are being subjected to annual inspection by the Chief Inspector of Factories and boilers, Pondicherry as per the Indian Boiler Regulation Act. To look after the preventive maintenance and repairs of the boilers in the laundry and also maintenance of the steam lines and valves. To assist the Laundry Technician whenever any repair occurs in the machineries of the Laundry. It is the duties of the Boiler Attendant to Supervise the Dobbies, allotting and to maintain the machineries whenever the Laundry Technician proceeds on leave.	Indoor

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7	Group 'B'	Chief Pharmacist	S, RW, W, ST, BN, MF, H,C, SE	OA, OL, HH	1. Being incharge of the Pharmacy, supervising and controlling all the transactions of a Pharmacy.2. Placing indents for all the items that are necessary for running an hospital.3. Receiving the stores from companies, M.S.D.firms holding DGS&D rate contract, checking them with supply orders, counting, weighing and observing the medicines, instruments, equipments and taking them into stock properly.4. Being responsible for the receipt if medicines etc. qualitatives and quantitatives.5. Seeing that only the medicines that are fast moving are stocked adequately and medicines which are rarely demanded are not overstocked.6. Seeing that the medicines which are nearing expiry date are disposed off to the best advantage of the Government.7. Being like a bridge between Administrative Officer and Medical Officers of the wards in regard to the indent and supply of medicinal requirements to cater to the need of out/in-patients.8. Doing general correspondence with administrative officer.9. Ensuring that the potency and quality of the medicines are maintained while they are stored in the Pharmacy & Hospital.10. Promoting economy in the use of medical supplies, assisting in efficient prescribing by advising upon the nature and properties of medicaments.11. Making preparation used in dispensing prescriptions preparing products for medical and surgical use and devising formulae for special needs.12. Dispensing prescription, investigating pharmaceutical problems arising in the use of medicament, assisting in the development of new forms of treatment.13. Doing all the works that a qualified pharmacist is expected to do at all times.14. Establishing a report between the Pharmacists, Class-I, of this pharmacy and nursing personnel Medical staff and others of the hospital.15. Being responsible for any loss, damage, pilferage, breakage, shortage on drugs, medical preparations, dressing, chemical and pharmaceutical sundries.	Indoor
8	Group 'B'	Dental Hygienist	S, RW, W, ST, BN, MF, SE, H,C	OA, OL	To assist the specialist in Dentistry for fixing and cleaning teeth of patients and other related works of Dental Unit.	Indoor & Outdoor
9	Group 'C'	Filaria Inspector	S, ST, W, MF, SE, RW,H	OA, OL, LV, HH	Incharge of all the day to day anti larval work of the sub-division. Thorough survey of the mosquito genic conditions present in the area allotted to him. Recently the daily Larvidide consumed, allotment of area to the field workers and treatment of all breeding places. He will be responsible for the proper maintenance of mosquitoes larvadical oil materials, equipments and stock registers. Roll call of the Filaria worker prior to the Forenoon and Afternoon session. Issue of equipment and stores in the morning and get back in the evening after proper cleaning.	Indoor & Outdoor

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10	Group 'B'	Head Nurse	S, RW, W, ST, BN, MF, SE, H, C	OL	<p>The Head Nurse would be responsible to the Nursing Superintendents / Medical Officers and other higher officials as the case may be for the management of the wards and supervision of the Nursing Staff and other Group 'D' Government Servants.</p> <p>The Head Nurse would supervise the following:- 1. Admission and discharge of patients., 2. Efficient nursing care, personal comfort and toilet of patients, administration of drugs, treatment, observation and recording, 3. Patients diet, 4. Assistance to medical staff in examination of patients and treatment, 5. Assistance or supervision of clinical investigations pre and post operative cases., 6. Maintenance of patients records, 7. Following prescribed rules regarding accident of patients for example intimation the duty medical officer, the head of unit, nursing superintendent, resident medical officer and medical superintendent urgently in the case of accidents., 8. Following prescribed rules regarding the death of a patient., 9. Information to relatives and friends regarding the patients., 10. Intimation to nursing superintendents / Medical Officers of any special emergencies in the ward., 11. Taking care of valuable and personal belongings of the patients and handing over them to Resident Medical Officer., 12. She is also responsible for the safe custody of ward linen, furniture, crockery, medical and surgical appliances, drugs, dressings and for the correct rendering of indents, memorandum and report of all kinds. II. Teaching of Student Nurses:- 1. Planned and incidental teaching, 2. Supervision of student's work, 3. Consultation and o-operation with Nursing Tutor in arranging demonstrations etc., 4. Discussion with students to promote good attitudes, complete records of practical work, and writing monthly progress report., III. Ward Staff:- 1. Assignment of work and arrangement of duties, 2. Co-ordinating and facilitating work of other staff eg., Physiotherapist, Social Worker, Dietician, Technicians and voluntary workers etc., 3. Orientation of new staff, 4. Maintenance of good relationship among nursing staff and all categories of staff and with patients and their relatives., 5. Discipline of nursing and domestic staff reporting on the absence of staff in the ward., 6. Supervision of students work. IV. Ward Management:- 1. Cleanliness of ward its annexes and environments., 2. Upkeep and repairs of linen and equipments, 3. Safe custody of all the drugs including dangerous and narcotic drugs and maintenance of record/account of their administration., 4. Indents for drugs, surgical supplies, stores and diets subject to the instruction of the concerned Medical Officer, 5. Maintenance of stock registers and inventories, 6. Interpretation and implementation of hospital policies and regulations, 7. Investigation of complaints</p> <p>8. Issue of stores, etc, 9. Control of visitors,</p> <p>V. General :- 1. Rounds with Medical Superintendent, Nursing Superintendent, 2. Taking rounds special visitors, 3. Participation in staff education and staff meetings, and professional activities., Any other duty as may be specified from time to time.</p>	Indoor

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11	Group 'C'	Health Assistant	S, ST, W, MF, SE, RW, H	OL, LV, HH	<p>Population : 10000-25000/PHC or 25000/PHC (Stand by of 2)</p> <ol style="list-style-type: none"> 1. Passive blood smear (OPD) 2. Active blood smear examination (Field work) 3. School - Immunization (TT) <ul style="list-style-type: none"> - weekly Iron and Folic Acid Supplementation 5. Surveillance activity in times of outbreak diseases (Cholera, Malaria, Dengue, etc.) 6. Leprosy case deduction, HIV AIDS, RNTCP 7. MONTHLY Generally Progress report, Maternal Child Health Reports submitted by LHV / PHN should be computerised and updated by Health Assistant, A Health Assistant may be assistant for computerization and submitting of reports. 8. Any other duties assigned by Director / Deputy Director (Public Health) <p>Every six months will change. It will be done in rotation.</p>	Indoor & Outdoor
12	Group 'C'	Health Inspector	S, ST, W, MF, SE, RW, H	OA, OL, LV, HH	<p>Population : 50000 Health Inspectors are responsible for conduction all IEC Programmes. Surveillance activity in times of outbreak disease (Cholera, Malaria, Dengue etc.). All Health Inspector should be involved in field work duties. The Health Inspectors working in the O/o Deputy Director (Immunisation) will look after IPPI Programme apart from regular field works. One each Health Inspector from immunization will work in the office of the Assistant Director(Malaria) and Assistant Director(Leprosy), rest will be posted in the field (Primary Health Centres). Planning and execution of the Surveillance work and random checking of the work of Surveillance workers under him during check visits if he comes across any fever cases he will collect blood smear and administer a single dose of 4-aminoquinolinedrug help the Medical Officer/Inspector in the organisation of passive surveillance in his area and help them in epidemiological investigations in Malaria cases. He will maintain emergency supply of slides and ant-maternal for his surveillance work.</p>	Indoor & Outdoor
13	Group 'C'	Lady Health Visitor	S, ST, W, MF, SE, RW, H, C	OL	<p>Supervision of all the works done by the ANM / Maternity Assistant & Health Assistant any other duties assigned by Director / Deputy Director (Public Health). She will be responsible for the development of maternal and child health services in the areas. Work under the direct supervision of the Lady Medical Officer/Additional Medical Officer. She will receive the technical guidance from the Dy. Director(Family Planning and Maternity and Child Health). She will work in co-ordination with the supervisors of health staff. She will also conduct all various clinics in sub-centres. She will conduct ante-natal clinics, well baby clinics, well child clinics, Family Planning clinics. She will visit each pregnant mother either in clinics or in home and give necessary instructions, if any to the Auxiliary Nurse Midwife/Trained Dais. She will take the lead to immunize all pregnant mothers with tetanus ante-toxide to avoid occurrence of tetanus neonatum. In a radius of 2 to 3 Kms. of her area and during her visits to sub-centres, she will visit every post-natal cases in their first week and give necessary instructions to the Auxiliary Nurse Midwife or trained Dais who had attended the delivery. During clinics and in the field, she will conduct classes of group discussion on Maternity child Health, personal hygiene,</p>	Indoor & Outdoor

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					<p>Nutrition, Sanitation, prevention of communicable diseases, safety, first aid in homes, home nursing etc. She will demonstrate single practical methods of relieving minor ailments such as scabies, eye sore. She should always hold herself in readiness to respond to an urgent call from a Maternity Assistant on a dai. She will ensure that enumeration of eligible couples are maintained and revised every year. She will lead the preparation of "family folders" to be watchful for the maintenance of the same. She will ensure that ante-natal, post natal, bidders, Family Planning cards are kept properly and maintained upto date. She will prepare village map with all details related to couples. She will supervise and guide ANMs and trained Dais. She will check at regular intervals the maintenance of kits of ANM and trained Dais and make necessary arrangements for the refills of those kits.</p>	
14	Group 'C'	Medical Record Technician	S, ST, W, MF, SE, RW, C	OL, HH	<p>Compilation of data for research from records. Preparation of statistical reports. Review of medical records to ensure presence of all component parts. Coding diseases and operations according to the accepted classification. Maintenance of indexes according to the planned procedures. Preparation of Daily Hospital census, maintenance of birth and death register. Supervising the filing area. Taking records courts, attending to Medical Legal works while working in the Medical Record Department.</p>	Indoor
15	Group 'A'	Nursing Supdt. Gr.I	S, RW, W, ST, BN, MF, SE, H,C	OL	<p>Recruitment and training of Nursing staff, regular rounds in hospital wards and departments, daily visits to seriously ill patients and surprise night rounds. Assigning nursing staff to various wards and departments organizing and conducting staff meetings of the Nursing staff, Sanitation of wards and departments, matters relating to Nurses hostel, leave roster of Nursing and grievances of Nursing staff.</p>	Indoor
16	Group 'A'	Nursing Supdt. Gr.II	S, RW, W, ST, BN, MF, SE, H,C	OL	<p>General supervision of the nursing care given to the patients and all nursing activities within the nursing unit, cleanliness and order in her department and environment, regular rounds in her department including out-patient clinics and night rounds. Analyzing / evaluating the kind and amount of nursing services required in her unit. Rotation of the nursing staff in her department to ensure good nursing care. Planning in cooperation with the sisters of each unit for effective administration. Organizing the training programme in this particulars specially in consultation with the doctor incharge and the Nursing Superintendent / Matron. Responsible for arranging the classes and clinical teaching in this speciality for nursing students. Arranging for proper clinical experience of students. To plan and implement a proper orientation for all new personnel posted to her department. Helping the Nursing Superintendent/ Matron in the office work if necessary and participating in staff education and staff meeting and other promotional activities.</p>	Indoor
17	Group 'B'	Occupational Therapist	S, RW, W, ST, BN, MF, SE, H,C	OL, BL, OA	<p>Treating patient with injuries, illness or disabilities through the therapeutic use of every day activities by reference given by the Medical Officer. Provide early intervention therapy to infants and toddlers. Who have or at risk of having developmental delays. Creating individual treatment programmer to improve the function skills needed for their daily tasks and to do with more confidence and Independence. Suggest changes to persons environment and may introduce the adaptive devices and modified equipment which will help to function independently. Maintenance of Occupational Therapy equipments and stock register. Maintenance of record of treatment given and census report of patients.</p>	Indoor

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18	Group 'B'	Ophthalmic Technician	S, ST, W, L, MF, SE, RW, C	OL, BL, HH	Indoor: (At the PHC/Dispensary) To attend Ophthalmic cases attending the general OPD at the Primary Health Centre/Dispensary with Medical officer. To refer difficult cases to Eye Department, General Hospital, Pondicherry or to keep those cases for Specialists's examination during specialist's visit. To do refraction and prescribe glasses for those complaining or defective vision. To maintain the Ophthalmic appliances in working condition. To keep necessary registers on the various activities inside and outside the centre. Outdoor: 1. To visit local area and make a general survey of the locally prevalent disonses like a) Xerophthalmia b) Trachoma c) Cataract d) Glaucoma etc., 2. To visit the local school and balwadies, detect cases of Refractive errors, do Refraction and prescribe necessary glasses for them. 3. To organise meetings at every village level regarding Basic principles of Eye care. 4. To help in organisation of Eye camps/Health camps in their area of operation. 5. To attend other related works as and when assigned to them by the Programme Officers.	Indoor
19	Group 'B'	Orthotic Technician	S, ST, BN, L, PP, SE, RW	OL, HH	Take measurements and OPO casting of patient. Selection of design /components / Raw materials with consultation of Orthotist / Prosthetist. Fabricate / fitting / repairs of Prostheses / Orthoses / Podo-Orthoses/ Rehabilitation Aids. Attend P & O training / workshop / seminars to initiate modular fabrications and introduce latest materials and technique for accuracy fabrication. Wear safety accessories while fabrication and wear white coat. Maintain all tool and machineries in working conditions. Assist to prepare monthly / yearly statistic reports and P & O materials requirements. Treat patient cordially, encourage to wear P & O device and educate how to use the device and its maintenance. Report daily activities or Orthotist.	Indoor
20	Group 'B'	Orthotic/Prosthetist	ST, BN, L, PP, MF, SE	OL, HH	Registration of prosthetic/orthotic/Rehabilitation Aids needed patients Prescription with personnel data. Maintain all inventories such as /tools and Equipment Register, Materials issue register, work allocation register, patient follow-up-register, workshop maintenance register, dispatch and receipt register, patient appointment / call letter register, P & O patient central register, Purchase register, Intend registers, attendance registers of ALFC, maintenance of all case records, case delivery register. Delivery register and patients measurements. Keep all P & O materials stock for ready fabrication. Allot cases to Prosthetic/Orthotic Technicians for fabrication.	Indoor

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					Supervise and Check-out all fabrications of P&O devices. Attend P&O training/ workshop / seminars to initiate modular fabrications and introduce latest materials and technique for accuracy fabrication. Provide and check safety precautions daily and supervise to maintain all machineries and tools in full working condition. Assist to prepare monthly / yearly statistic reports and P&O materials requirements. Check and provide safety accessories to P/O technicians. Check-out the fitting and fait training by P & O technicians. Report all daily activities to Orthotic Engineer.	
21	Group 'C'	Pharmacist (Allopathy)	S, ST, W, BN, PP, L, KC, MF, SE, RW, H	OL, BL	1. Compounding and dispensing prescriptions according to the hospital formular or prescriptions of doctors in the Hospital.2. To be incharge of any place where compounding or dispensing or packing or measuring or weighing or making up of or supplying of any drug on a prescription of a registered Medical practitioner is carried out.3. To be also incharge of the premises where drugs are stored or stocked and or distributed.4. Being responsible for initiating the indents, storage and maintenance of stocks and accounting of medical supplies and appliances under his charge.5. To ensure that orioer storage accomodation for preserving the properties of drugs is maintained in the premises.6. To maintain the Registres and Records as provided under Drugs and cosmetics Act and Rules made thereunder.7. To watch the expiry of the potency of drugs and advise the medical officer early in advance to enable him to make necessary alternate arrangements.8.Providing first aid to the injured and repeat prescriptions of physicians when required.9. To maintain separate registers and provide separate cupboards or drawers in a part of the premises effectively separated from the remainder of the premises and to which the patients are not permitted to have access for the drugs falling under schedules 'B' and the 'Narcotics and Psychotropic drugs'.10. To maintain the Pharmacy as per the provisions contained in schedule appended to the Drugs and Cosmetics Rules.11. Compiling statistics of the hospital in accordance with the instructions of the hospital authorities.12. To allow the Inspector appointed under Drugs and Cosmetics Act and or Pharmacy Act to enter with or without notice the premises where the drugs are dispensed or stocked or stored for distribution.13. To produce for inspection on demand all registers and records maintained under the Drugs and Cosmetics Rules and stall supply to the Inspectors such information as he may required for the purpose of ascertaining whether the provisions of Drugs and Cosmetics Act and Rules made thereunder have been observed.14. To keep himself registered in Pondicherry Pharmacy Council constituted under Pharmacy Act.15. To perform such other duties as may be entrusted to him by any law in force or by the direction of the Director issued in the interest of the Public Health without Prejudice to the legal requirements of the Drugs and Cosmetics Act, Pharmacy Act and Rules made thereunder.	Indoor

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					1. Physiotherapy section should be under the charge of a qualified and experienced Physiotherapist. 2. To supervise the Junior Physiotherapist and other staffs in the Physiotherapy section. 3. To organise and treat cases referred to Physiotherapy as out-patients, In-Patients and Bed-Patients. 4. To maintain the equipments and machines in proper condition in Physiotherapy section. 5. To regulate the office correspondence relating to Physiotherapy. 6. To supervise the maintenance of proper stock Registers and files concerned to Physiotherapy. 7. To attend ward rounds along with Doctors regarding clinical case studies and treatment in Physiotherapy. 8. To take classes for students posted in Physiotherapy. 9. To attend clinical meeting relating to Physically Handicapped persons. 10. To supervise smooth functioning and cleanliness of the Physiotherapy section. 11. To assist the Superior Officer in Departmental works.	Indoor
22	Group 'B'	Physiotherapist	S, RW, W, ST, BN, MF, SE, H, C	OL, BL, B, LV		
23	Group 'B'	Prosthetic Technician	S, ST, BN, L, PP, SE, RW	OL, HH	Take measurements and OPO casting of patient. Selection of design /components / Raw materials with consultation of Orthotist / Prosthetist. Fabricate / fitting / repairs of Prostheses / Orthoses / Podo-Orthoses Ped-Orthoses/ Rehabilitation Aids. Attend P & O training / workshop / seminars to initiate modular fabrications and introduce latest materials and technique for accuracy fabrication. Wear safety accessories while fabrication and wear white coat. Maintain all tool and machineries in working conditions. Assist to prepare monthly / yearly statistic reports and P & O materials requirements. Treat patient cordially, encourage to wear P & O device and educate how to use the device and its maintenance. Report daily activities or Orthotist.	Indoor
25	Group 'B'	Public Health Nurse	S, ST, W, MF, SE, RW, H,C	OL	Supervision of all the works done by the ANM / Maternity Assistant & Health Assistant any other duties assigned by Director / Deputy Director (Public Health). She will be responsible for the development of maternal and child health services in the areas. Work under the direct supervision of the Lady Medical Officer/Additional Medical Officer. She will receive the technical guidance from the Dy.Director(Family Planning and Maternity and Child Health). She will work in co-ordination with the supervisors of health staff. She will also conduct all various clinics in sub-centres. She will conduct ante-natal clinics, well baby clinics, well child clinics, Family Planning clinics. She will visit each pregnant mother either in clinics or in home and give necessary instructions, if any to the Auxiliary Nurse Midwife/Trained Dais. She will take the lead to immunize all pregnant mothers with tetanus ante-toxide to avoid occurrence of tetanus neonatum. In a radius of 2 to 3 Kms. of her area and during her visits to sub-centres, she will visit every post-natal cases in their first week and give necessary instructions to the Auxiliary Nurse Midwife or trained Dais who had attended the delivery. During clinics and in the field, she will conduct classes of group discussion on Maternity	Indoor & Outdoor

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					child Health, personal hygiene, Nutrition, Sanitation, prevention of communicable diseases, safety, first aid in homes, home nursing etc. She will demonstrate single practical methods of relieving minor ailments such as scabies, eye sore. She should always hold herself in readiness to respond to an urgent call from a Maternity Assistant on a dai. She will ensure that enumeration of eligible couples are maintained and revised every year. She will lead the preparation of "family folders" to be watchful for the maintenance of the same. She will ensure that ante-natal, post natal, bidders, Family Planning cards are kept properly and maintained upto date. She will prepare village map with all details related to couples. She will supervise and guide ANMs and trained Dais. She will check at regular intervals the maintenance of kits of ANM and trained Dais and make necessary arrangements for the refills of those kits.	
26	Group 'B'	Radiographer	S, RW, W, ST, BN, MF, SE, H, C	OA, OL	Taking diagnostic radiographs of patients as required by Medical Officers. Sending Radiographs and the opinions of the Radiologist to the department concerned. Wearing the film badge at all times of working in the department. Assisting the Radiologist in the deep X-Ray treatment. Assisting the radiologist in the training of X-ray technicians. Carrying the portable X-Ray apparatus to other department of the hospital and taking the radiographs of patients seriously ill. Keeping the premises of the department clean and adequately stocked with forms and stationery required. Maintaining cordial public relations. Performing duties as may be assigned by the hospital authorities	Indoor
27	Group 'B'	Senior Filaria Inspector	S, ST, W, MF, SE, RW, H	OA, OL, LV, HH	1. Senior Filaria Inspector (SF) will be responsible for the proper output of work by filaria inspectors(FI) under him.2. He will ensure that the equipment under his charge is in proper working order and that necessary requirement of larvicide is in stock.3. He will ensure that proper insage of larvicide is applied and no wastage or dishonesty in the use of larvicide occurs.4. He will record the daily consumption of larvicides by the Filaria Inspectors under him.5. He should spot out the undetected breeding places and inform the F.Is concerned and higher authorities for including and numbering the same for subsequent weekly treatment.6. He will carry a notebook/if any in which daily record of work should be maintained and which should be available for inspection in the field by inspecting officers.7. He should undertake daily consecutive and concurrent checking of breeding places visited during the day.8. He will be responsible to the officer-in-charge of the unit only.9. He will submit his findings daily soon after he returns from the field to the officer in charge.10. He will be assisted in his work by Superior Field Workers working in the spots, visited by him.11. He should draw up monthly programme in such a way that all the breeding places in the unit area be cheked atleast once in a month. He will submit one copy of the programme to the officer in charge and another copy to the Assistant Director(Filaria) through the officer in charge on the fourth Friday of the preceding month. 12. A thorough geographical reconnaissance of the mosquitogonic areas should be undertaken by him from time to time. 13. He will also do other duties allotted to him from time to time by the higher authorities in addition to the above duties.	Indoor & Outdoor

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28	Group 'C'	Shoe Maker	S, BN, MF, SE	OL, BL, HH	Design / Make pattern and Fabricate of all types of ordinary Leather Shoes as per Prosthetics and Orthotic Technician's requirements. Fabrication of arm / forearm / Thigh corset for conventional prostheses as per Prosthetic and Orthotic Technician's requirements. Padding of artificial limbs if necessary. Assist Prosthetic / Orthotic technician at any task of fabrication. Fabrication of all suspension belts and straps as per prosthetic and orthotic technician requirements. Fabrication of any leather works as required by Prosthetic / orthotic Technician. Report daily activities to Prosthetics / Orthotic Technician. Attend training related to ordinary shoe fabrication.	Indoor
29	Group 'B'	Social Worker	S, ST, W, SE, RW, H, C	OA, OL, OAL, BL, LV, HH	To find out the social diagnosis of illness in the patients. Assists in the promotive aspects of health and preventive inoculation to the Family of the patient wherever necessary assist the physician by pointing out the pertinent facts for the diagnosis of the disease and interpret hospital rules and regulations to make acceptable to the patient. Assist in the follow up of the patients after discharge. Assist the community health services by giving them the necessary information for preventing the spread of diseases and participating in community health organisations. He will conduct Health Education Programmes like Group discussion, seminars and intensive drives.	Indoor & Outdoor
30	Group 'B'	Staff Nurse	S, ST, W, MF, SE, RW, H, C	OL	I. General Care of Patients: 1. Admission and discharge of patients, 2. Assistance and instructions to patients and their relatives, 3. Bathing patients including daily care of mouth, nails and pressure points., 4. Four hourly, or more frequent attention to pressure points, 5. Giving and removing of bed pans and urine pots, 6. Giving and removing of hot water bottles, 7. Bed making, 8. Feeding of patients, 9. Distribution of diets mild etc 10. Preparation of special foods, eggs, milk etc., II. Technical Nursing Care of Patients: 1. Administration and accounting of medicines, 2. Administration of all injections infusions and blood transfusions, 3. Recording of medicines and injections given, 4. Taking and charting of Temperature, pulse and respirations, 5. Rounds with doctor and carrying out orders, 6. Technical procedures eg., enema, catheterization, dressings, irrigations, oxygen therapy, preparing for and cleaning up after procedures, etc., 7. Preparation for and assistance with clinical test like collection of blood specimen, lumbar puncture, paracentesis-abdomins and paracentesis throsis etc., 8. Pre and post operative care, 9. Urine testing, 10. Collecting, labeling and de-patching of specimens, 11. Making arrangements for escorting patients to and from departments, 12. Giving and receiving reports.III. Ward Management: I. Handing over and taking charge of shift, 2. Keeping the ward clean and tidy, 3. Preparation of surgical supplies, bandages and splints 4. Routine care and cleaning of dressing trolleys, cup boards, apparatus etc., 5. Care of clean and solid linen, 6. Disinfection of linen, beds, floor and bed pans, 7. Control of visitors, 8. Helping with indent for diet and medicine., IV. General Duties I. Demonstration and guidance to student nurses and domestic staff, 2. Supervision of domestic staff, 3. Assistance in orientation of new staff, 4. Participation in staff education, staff meeting and professional activities., 5. Any other duty in relation to nursing service 6. Safe custody of articles and linen in ward, 7. Any other duties that may be assigned from time to time due to exigencies of public services.	Indoor

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31	Group 'C'	Surgical Shoe Maker	S, BN, MF, SE	OL, BL, HH	Design / Make pattern and Fabricate of all types of ordinary Leather Shoes as per Prosthetics and Orthotic Technician's requirements. Fabrication of arm / forearm / Thigh corset for conventional prostheses as per Prosthetic and Orthotic Technician's requirements. Padding of artificial limbs if necessary. Assist Prosthetic / Orthotic technician at any task of fabrication. Fabrication of all suspension belts and straps as per prosthetic and orthotic technician requirements. Fabrication of any leather works as required by Prosthetic / orthotic Technician. Report daily activities to Prosthetics / Orthotic Technician. Attend training related to ordinary shoe fabrication.	Indoor
32	Group 'C'	X-Ray Technician	S, ST, W, MF, SE, RW, H, C	OL, HH	Taking diagnostic radiographs of patients as required by Medical Officers. Advising patients or ward staff regarding preparation of patient before x-ray. Developing and drying the exposed x-ray films. Leading case with X-ray films. Storing un-exposed x-ray films properly. Keeping account of x-ray films and other supplies, taking precautions to protect himself, patients and other workers of the department from the hazards of x-ray, assisting the radiologist in the deep X-Ray treatment. Carrying the portable X-Ray apparatus to other department of the hospital and taking the radiographs of patients seriously ill. Keeping the premises of the department clean and adequately stocked with forms and stationery required. Maintaining cordial public relations. Performing duties as may be assigned by the hospital authorities.	Indoor
33	Group 'C'	Assistant Cook	S, ST, W, MF, SE, H,	OL, LV, HH	He will assist the cook in preparing tasty preparations i.e masala, chitney etc. for diets, in cleaning of diet articles and slicing. He will wash and clean the plates for distribution of food to patients and distribution of food to patients and distribution of all diets to patients in time. He will clean utensils for preparing diets. He should clean kitchen area every day. He is responsible for proper care in taking the prepared diets from kitchen to ward for distribution. He will do any other duty that may be assigned to him by the cook.	Indoor
34	Group 'C'	Barber	S, ST, MFSE	OL, HH	Should attend the shaves and hair dressing of patients as directed by the Medical Officer / Head Nurse. Should keep his tools clean and sterilised.	Indoor
35	Group 'C'	Cleaner- cum- Stretcher Bearer	S, ST, W, F, PP, L, KC, B, SE, H, RW	OL, HH, LV	Should help the Ward Attendant in bringing the apparatus to Wards in need. Should carry the patients / dead bodies to departments referred / mortuary. Should carry the news of death to Municipality and Police. Should carry patients for x-ray and laboratory investigations. Should transport patients to and from operation Theatres. He is responsible for cleanliness of mortuary and for informing the authority appointed by the Hospital for registering death cases in Municipality and to the Police.	Indoor
36	Group 'C'	Men Servant	S, ST, W, BN, MF, SE, H, RW, C	OL, HH, LV, B	Should procure diet articles from market as indented by the hostel incharge. Should keep the hostel clean and wash it with the help of women servant. Men servants / Women servants are responsible for proper procurement of diet articles from market and for cleanliness of the hostel. Should assist cook in cleaning, slicing and preparation of food. Should sweep the whole hostel. Should help the Men-servant for cleaning the hostel. Should clean the Sanitary Wares and Bath-rooms of the hostel and apply disinfectant fluid to toilet-rooms.	Indoor

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37	Group 'C'	Table/Matti Servant	S, ST, W, BN, MF, SE, H, RW	OL, HH, LV, B	To carry out the work of cutting vegetables and serving food in trays to all the wards.	Indoor
38	Group 'C'	Tailor	S, ST, W, MF, BN, SE, H, RW	OL, HH, LV	To stitch clothes for staff members eligible for livaries; To stitch bed-sheets, pillows, covers and dresses for patients. To stitch screens, table covrs etc. To make the various O.T Gown, sheets etc. according to the specifications. To help the operation Theatre Head Nurse in carrying out duties assigned to them. To carry out minor repairs of sewing machines. The tailors are responsible for keeping the sewing machine in good condition. They have to give account to higher official of all articles in their possession and used by them. They are responsible for all linen handed over to them.	Indoor
39	Group 'C'	Women Servant	S, ST, W, BN, MF, SE, H, RW	OL, HH, LV, B	Should procure diet articles from market as indented by the hostel incharge. Should keep the hostel clean and wash it with the help of women servant. Men servants / Women servants are responsible for proper procurement of diet articles from market and for cleanliness of the hostel. Should assist cook in cleaning, slicing and preparation of food. Should sweep the shole hostel. Should help the Men-servant for cleaning the hostel. Should clean the Sanitary Wares and Bath-rooms of the hostel and apply disinfectant fluid to toilet-rooms.	Indoor
40	Group 'C'	Laundry Attendant	S, ST, L, MF, SE	OL, HH, LV	To wash all hospital Linen in Hygienic manner. Responsible for clean washing and proper returning of linen to hospital in due time.	Indoor
41	Group 'C'	Lab. Assistant Gr.II	S, ST, W, F, PP, L, KC, BN SE, H, RW	OL, HH, LV	These staff are directly concerned in the analysis of all samples received in the Laboratory and issued for tests by the Public Analysts. They are expected to enter all particulars or samples, preparing the samples for analysis and enter obtained data, get them checked and verified by Public Analyst and put up draft report slip.	Indoor
42	Group 'C'	Lab. Attendant	S, ST, W, MF, SE, RW, H	OL, LV, HH	To make preliminary preparation for the chemical examination of samples vix toxic viscors, stomach wash and bolid for Alcohol. To cut the 'viscera' into required size for distillation toxic matters. Assembling of the distillation apparatus and other apparatus required to conduct the chemical examination. To dismantle the different kinds of apparatus after the analytical process is over. To wash and clean the lab glasses wares and other appliances as well as the work bench, water sinks, etc., Preparation of flass containers with suitable preservatives required for collecting the aforesaid kinds of samples. To bury the discarded remnants of the toxic viscera after the examination is over. To keep in order the gas-burners, storage racks, et. To assist the technical staff of the section in their services of technical nature and to do any other duties as may be assigned to by his superior.	Indoor
43	Group 'C'	Lab. Technician Gr.II	S, ST, W, BN, MF, SE, C, H	OA, OL, BL, HH	Pre-treatment and preliminary preparation of samples to be analysed / tested, such as bottling the samples, labeling the bottles, grinding the samples and alike. To assemble the Analytical Apparatus required for the conducting the analysis. To dismantle and wash the dismantled apparatus, after the analysis is over. To fetch the requisite chemicals, acids, reagents, etc. required for the 'analytical orices and to restor the back to the storage shelves. To prepare Distilled water. To prepare distilled Alcohol, from Rectified spirit. Recovery of 'solvents' from the discharged chemicals / mixtures for recycling. Strilising the glass containers and pre-treat them with oreervations for collecting the 'samples'. To assist the technical staff in conducting the chemical examination, both qualitative and quantitative on various kinds of samples and to register the readings.	Indoor

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44	Group 'C'	X-Ray Attendant	S, ST, W, F, PP, L, KC, BN, SE, H, RW	OL, HH, LV	Taking diagnostic radiographs of patients as required by Medical Officers. Advising patients or ward staff regarding preparation of patient before x-ray. Developing and drying the exposed x-ray films. Leading case with X-ray films. Storing un-exposed x-ray films properly. Keeping account of x-ray films and other supplies, taking precautions to protect himself, patients and other workers of the department from the hazards of x-ray, assisting the radiologist in the deep X-Ray treatment. Carrying the portable X-Ray apparatus to other department of the hospital and taking the radiographs of patients seriously ill. Keeping the premises of the department clean and adequately stocked with forms and stationery required. Maintaining cordial public relations. Performing duties as may be assigned by the hospital authorities.	Indoor
45	Group 'C'	Field Worker	S, ST, BN, PP, SE, H, RW	OL, HH, LV	The Field Workers have to work from 7.30 a.m to 12.00 noon and from 2.00 p.m to 5.00 p.m. They should collect the materials and equipments required for the day's work. Check that the equipment is in working order and is not leaking. Treat with larvicide, very thoroughly the mosquito breeding places assigned to them. Should not allow any mosquito breeding upto advanced stage. Should keep the drains and water collections free of scum and vegetation. Should attend the minor engineering works such as desilting of canal shore-line dressing, canalisation, filling of low lying area. They are responsible for the equipment supplied to them and will have to take proper care of it. They should obey the instructions of the Filaria Inspector for all sorts of duties connected with anti-larval measures assigned to them.	Outdoor
46	Group 'C'	Nursing Orderly/Dresser	S, ST, MF, PP, BN, SE, H, RW	OL, HH	He/she is a multipurpose worker, will receive the patients on admission and assist the patients in getting into or out of the bed, will attend to the personal hygiene of patients, washing and cleaning teeth, changing clothing, giving enema, etc., They will prepare the patients for operations and deliveries, laboratories, x-ray and other investigations, will transport patients to various departments in the hospital, will assist in serving the distribution of diet to patients and help in feeding patients and giving drinking water to patients and washin utensils. To assist the Nurse of Doctor in diagnostic and treatment procedures.	Indoor
47	Group 'C'	Cook	S, ST, W, MF, SE, H	OL, LV, HH	Will receive food articles according to indents from the steward / storekeeper. Preparation of food as required by the Dietician as per the menu. Store cooked food properly till distribution. Distribute food to Ward Attendants incharge of food distribute at various wards. Will maintain the cooking range and other cooking appliances in clean and good condition. Maintain cleanliness of kitchen and utensils. Will take safety precautions to prevent fire and injuries to those working in the kitchen.	Indoor
48	Group 'C'	Sanitary Worker (Health)	S, ST, W, MF, PP, KC, SE, H	OA, OL, LV, HH	He/she is a Multi purpose worker. He/she will clean wards, floors sinks, lavatories, toilet seats etc., keep the hospital grounds clean and free from domestic animals. He/she will clean urine-pqsts, bed pans and other soiled on contaminated appliances. He/she will assist in collection and handling of specimen. To look after the entire cleanliness of the hospital area and should apply disinfectant to lavatory areas at regular intervals. Any other duty desired to be assigned by the higher officials from time to time.	Indoor

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49	Group 'C'	Superior Field Worker	S, ST, BN, PP, SE, H, RW	OL, HH, LV	Each Superior Field worker is to be incharge if the Field workers allotted to him. He should thoroughly acquainted with the sector allotted to him. He should remember that he is a very important link in the whole organisation and success of anti-larval operations will largely depend on his efficiency and integrity. He should carry a copy of the maps of his sector and sub-sectors showing all the permanent breeding places and the limits of each day's work in the week. He should also keep account of the larvicide used and give the same to the Inspectors incharge of the sector. With his larviciding gang should always carry a dipper with him and frequently check for the mosquito breeding and get it treaded on the spot.	Outdoor
50	Group 'C'	Theatre Assistant	S, ST, W, MF, SE, RW, H	OL, LV, HH	He/she is a Multi purpose worker. To perform the duties connected with keeping the ward / Theatre tidy and clean. Transporting patients from one place to another. To assist the Medical officer / Nursing staff in care and treatment of patients. Maintenance of aseptic condition in clean theatre. Attending to needs of pre-operative patients. Any other duty assigned to them by the superiors from time to time.	Indoor
51	Group 'C'	Theatre Assistant	S, ST, W, MF, SE, RW, H	OL, LV, HH		Indoor
52	Group 'C'	Ward Attendant	S, ST, W, MF, PP, L, KC, BN, SE, H, RW	OL, HH, LV		Indoor
XIII	DEPARTMENT OF INFORMATION TECHNOLOGY					
I	Group 'C'	Date Entry Operator	S, ST, W, RW, MF, SE, H	OA, OL, OAL, BL, LV, HH	Data entry/Data Transfer/Data Retrieval/Data mining, Development of simple application software programme maintenance, Running application of various software & preparation of Reports technical support.	Indoor
XIV	JUDICIAL DEPARTMENT					
I	Group 'B'	Administrative Officer	S, ST, W, RW, SE, H, C	OA, OL, OLA, BL, BLOA, B, LV, HH	The Administrative officer has to assist the District Judge in the administrative matters of all the court in the District. Matters like leave, transfers, postings, promotion Departmental enquiries and other service conditions of employees of all the courts are required to be supervised by him. Besides, he has to keep track of filing of suite, Appeals and other litigations and pendency in the District court and keep informed the District Judge. He is indeed the source for securing acts rules, notifications, governments orders and High Court Circulars, required by the courts in judicial and administrative matters	The work is mostly performed inside, as well as outside. Mobility and bilateral hand activities of the persons should be adequate. The incumbent should be considered with aids and appliances

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2	Group 'B'	Head Sarishtadar	S, ST, W, RW, SE, H, C	OA, OL, OLA, BL, BLOA, B, LV, HH	Drawing and disbursing officer. Supervising work. Preparation of materials to DPC meetings for recruitment, promotion and of the meetings. Attending budget meetings. General correspondence and other duties assigned by the presiding	The work is mostly performed inside, as well as outside . Mobility and bilateral hand activities of the persons should be adequate. The incumbent should be considered with aids and appliances
3	Group 'C'	Sarishtadar	S, ST, W, SE, RW, H, C	OA, OL, OAL, BL, LV	Head ministerial officer. Supervising work. Checking and numbering main case. General correspondence, Inspections of subordinate courts and preparation of inspection reports	The work is mostly performed inside, as well as outside . Mobility and bilateral hand activities of the persons should be adequate. The incumbent should be considered with aids and appliances
4	Group 'C'	Assistant Sarishtadar	S, ST, W, SE, RW, H, C	OA, OL, OAL, BL, LV	Head Ministerial officer. Supervising work. Checking and numbering main case. General correspondence, Inspection of subordinate court and preparations of inspection reports	The work is mostly performed inside, as well as outside . Mobility and bilateral hand activities of the persons should be adequate. The incumbent should be considered with aids and appliances
5	Group 'C'	Senior Grade Stenographer	S, ST, W, L, MF, SE, RW, H, C	OA, OL, BL, OAL, B, LV, HH	Taking down dictation of judgment/ orders and transcription work other works entrusted by the presiding officer of the court.	The work is mostly performed inside ,The incumbent should be considered with aids and appliances
6	Group 'C'	Junior Grade Stenographer	S, ST, W, L, MF, SE, RW, H, C	OA, OL, BL, OAL, B, LV, HH	Taking down dictation of judgment/ orders and transcription work other works entrusted by the presiding officer of the court.	The work is mostly performed inside. The worker usually works alone. Mobility and bilateral hand activities of the persons should be adequate. The incumbent should be considered with aids and appliances
7	Group 'C'	Senior Clerk	S, ST, W, L, MF, SE, RW, H, C	OA, OL, BL, OAL, B, LV, HH	Maintenance of Diary Hearing Book and other register prescribed under the civil/criminal rules of practice. Preparations of the statistical statement showing Disbursement of cash, filing of IT, etc	The work is mostly performed inside, as well as outside . Mobility and bilateral hand activities of the persons should be adequate. The incumbent should be considered with aids and appliances

I'	2	3	4	5	6	7
8	Group 'C'	Junior Clerk	S, ST, W, MF, SE, RW, C	OA, OL, BL, OAL, B, LV, HH	Typing of fair judgements preparation of decrees . To maintain various registers relating to institution , disposal and pendency of cases precribed under the civil/criminal rules of practice indexing of case records, submission of records, to the appellate courts copy, application compliance receipt of FIRs Receipt of case properties etc.	The work is mostly performed inside, as well as outside . The workes usually work s alone Mobility and bilateral hand activities of the persons should be adequate. The incumbent should be considered with aids and appliances
9	Group 'C'	Typist	S, ST, W, L, MF, SE, RW, H, C	OA, OL, BL, OAL, B, LV	Typing of evidence in the open court and entry work of e-court project	The work is mostly performed inside. The worker usually works alone. Mobility and bilateral hand activities of the persons should be adequate. The incumbent should be considered with aids and appliances.
10	Group 'C'	Multi Tasking Staff (Copyist/min)	S, ST, BN, W, SE, H, RW, C	OA, OL, OAL, BL, B, LV, HH	Executive of Warrant Service of summons and notice. Indexing of case records. Submission of records to the appellate courts. Copy application compliance. Receipt of FIRs Receipts' of case properties	The work is mostly performed inside. The worker usually works alone. Mobility and bilateral hand activities of the persons should be adequate. The incumbent should be considered with aids and appliances
11	Group 'C'	Multi tasking Staff (General)	S, ST, BN, W, SE, H, RW, C	OA, OL, OAL, BL, B, LV, HH	Calling work and other Duties assigned by the presiding officers of the court.	The work is mostly performed inside. The worker usually works alone. Mobility and bilateral hand activities of the persons should be adequate. The incumbent should be considered with aids and appliances
XV	LAW DEPARTMENT					
1	Group 'A'	Law Secretary	S, C, RW, ST, W, SE, H, MF	OA, OAL, OL, BL, BLOA, LC	Taking decisions in respect of litigations, tendering advice and catering to the legislative requirements of the state.	Indoor
2	Group 'A'	Deputy Secretary	S, C, RW, ST, W, SE, H, MF	OA, OAL, OL, BL, LV, HH	Assisting tendering of advise litigations & Legislative matters	Indoor
3	Group 'B'	Under Secretary	S, C, RW, ST, W, SE, H, MF	OA, OAL, OL, BL, LV, HH	Assisting tendering of advise litigations & Legislative matters	Indoor

1.	2	3	4	5	6	7
4	Group 'B'	Law Officer	S, C, RW, ST, W, SE, H, MF	OA, OAL, OL, BL, LV, HH	Assisting tendering of advise litigations & Legislative matters	Indoor
5	Group 'B'	Deputy Law Officer	S, C, RW, ST, W, SE, H, MF	OA, OAL, OL, BL, LV, HH	Assisting tendering of advise litigations & Legislative matters	Indoor
6	Group 'B'	Assistant Library Information Officer	S, C, RW, ST, W, SE, H, MF	OL, HH, OA, OAL	maintenance of Books & Journals, furnishing of case laws	Indoor
7	Group 'B'	Translator Gr.I	S, C, RW, ST, W, SE, H, MF	HH, OA, OAL	Translation of documents from English to Tamil & Vice versa	Indoor
8	Group 'B'	Legal Assistant	S, C, RW, ST, W, SE, H, MF	OA, OL, OAL, BL	Assisting in legal matters	Indoor
9	Group 'C'	Translator Eng./Tamil	S, C, RW, ST, W, SE, H, MF	HH, OA, OAL	Assisting in translation work	Indoor
10	Group 'A'	Director prosecution	S, C, RW, ST, W, SE, H, MF	OA, OAL, BLOA, OL, BL, LC	Vetting of charge sheets, tendering legal advice for prosecution, vetting of prosecution sanctions	Indoor
11	Group 'B'	Dy. Director of prosecution	S, C, RW, ST, W, SE, H, MF	OA, OAL, BLOA, OL, BL, LC, OH	Vetting of charge sheets, tendering legal advice for prosecution, vetting of prosecution sanctions	Indoor
12	Group 'B'	Assistant Public Prosecution	S, C, RW, ST, W, SE, H, MF	OL, BL, OAL	Conducting of Prosecution before the courts in all criminal cases where the governments a party	Outdoor
13	Group 'B'	Legal Assistant	S, C, RW, ST, W, SE, H, MF	OA, OL, OAL, BL	Assisting in legal matters	Indoor
XVI	PUBLIC WORKS DEPARTMENT					
1	Group 'A'	Chife Engineer	S, ST, W, BN, MF, RW, SE, C	OL, OA, HH	The Chief Engineer is the Head of the Department and is responsible to the Government for the efficient administration of the Department. He has full technical and supervisory control of entire Public Works Department, Puducherry. He also functions as Consulting Engineer and Principal Adviser to the Government of Puducherry on all technical matters relating to Civil Engineering and Architecture. He is also the enlisting authority for contractors of Public Works Department for all categories i.e. Class-I to V.	Indoor & outdoor

1	2	3	4	5	6	7
					A Circle Office is an Administrative Executive Office under the charge of a Superintending Engineer. It co-ordinates and supervises the activities of Divisions, under the Circle, employed on construction and maintenance works. It maintains close liaison with the Office of the Chief Engineer in regard to work and all technical matters and with the Central Office in regard to administrative matters concerning all personnel of various categories in the Divisions. It also works in close contact with the Divisional Offices for layout, designs and drawings and estimates of the works entrusted to its charge. The budgetary control of the Divisions under each Circle rests with the Superintending Engineer, who, in turn, is accountable in this respect to the Chief Engineer concerned.	Indoor & outdoor
2	Group 'A'	Superintending Engineer	S, ST, W, BN, MF, RW, SE, C	OL, OA, HH	Architects prepare designs for construction of buildings, monuments, etc. estimate cost and co-ordinate functional and organisational details for execution. Collect information about requirements and type(s) of buildings to be constructed. Available funds, special features desired if any etc. and record points for consideration. Prepare designs and estimate cost. Prepare detailed drawing either themselves or get them prepared by draughtsmen (Architectural) to specified scale showing location of buildings on site, plan and submit them to competent authorities. Draw up specifications regarding flooring finish, architectural features etc. estimate quantities of materials required and other details and indicate them in drawing for correct execution of plan. May guide, supervise and inspect construction work from time to time to ensure execution according to plan. May consult engineer and specialist and get light and power fittings, sanitary fittings etc. done by them. May specialize in landscape architecture. May approve payment on correct execution of work. Town Planner designs layout and coordinates development of towns, cities and colonies, taking into consideration various aspects such as financial resources, areas, location of residential industries, schools, parks etc. Conducts town planning survey of specified area for designing layout. Collects data from State Governments, Municipal Corporation and other sources,	Indoor & outdoor
3	Group 'A'	Architect	S, ST, W, RW, MF, CL, SE, C	OL, HH		

1	2	3	4	5	6	7
4	Group 'A'	Executive Engineer	S, ST, W, BN, MF, RW, SE, C	OA, OL, HH	A Divisional Office, under the charge of an Executive Engineer, is an executive unit directly concerned with procurement of men, material and machinery for speedy and economic execution of the works in its charge and is directly responsible for proper upkeep of the works accounts and implementations of the terms of contracts entered into with various parties viz. Contractors and Suppliers. A Division has four to five Sub-Divisional units under it according to location and work-load of the works under its charge. The Division normally has 4 Assistant Engineers 16 Junior Engineers and other regular Clerical and Drawing staff according to yardsticks laid down for the purpose. The Executive Engineer is responsible for correct compilation of the works accounts through the Divisional Accountant attached to him. The Divisional Officer is primarily responsible for affording information in cases probability of excess over the estimated costs of the works in his charge. The Executive Engineer is required to inspect periodically, the buildings and works in his charge and is responsible for proper measures to be taken to preserve them in good condition and prevent encroachment on Government lands and buildings in his charge.	Indoor & outdoor
5	Group 'B' (Gaz)	Assistant Engineer (Civil)	S, ST, W, BN, MF, RW, CL, JU, SE, C	OL, OA, HH	A Sub-Divisional Office, under the charge of an Assistant Engineer is the field unit responsible to the Executive Engineer for supervision and execution of the works according to the norms and standards laid down for the same in designs, drawings and estimates. The successful achievements of the targets fixed by the Department for completion of each Project with due consideration to speed and economy or proper maintenance of the buildings, structures, specific areas and equipments under its charge mainly depend upon faithful implementation of the policies and orders laid down by the Department by the Assistant Engineer and Junior Engineers working under him.	Indoor & outdoor
6	Group 'B' (Gaz)	Assistant Engineer (Electrical)	S, ST, BN, W, MF, SE, PP, L, KC, C, RW	OL, HH	Electric and water supply works, maintenance and execution of the EWS work. Inspection of above department activities, and instruments used in the work allotted.	Indoor & outdoor
7	Group 'B' (Gaz)	Assistant Engineer (Mechanical)	S, ST, BN, MF, SE, H, C, KC	OL, HH	They plan, design and supervise installation, operation, production and maintenance of machines and equipment. Prepare drawings with specification showing details of construction and direct installation of machinery and equipment. Study performance of existing machinery and suggest improvements to obtain optimum efficiency. Supervise technical side of production. Inspect work in workshop at different stages of production to ensure correct standards. Conduct methods studies and time and motion studies and determine efficient and economic way of production. Direct repairs and maintenance of workshop tools equipment and accessories to ensure efficient operation. Ensure safety measures and observance of factory laws and statutory provisions. Examine indents and direct checking of outgoing and incoming stores according to specifications.	Indoor & outdoor

I'	2	3	4	5	6	7
8	Group 'B' (Gaz)	Assistant Architect	S, ST, W, RW, MF, CL, SE, C	OL, HH	Architects prepare designs for construction of buildings, monuments, etc. estimate cost and co-ordinate functional and organisational details for execution. Collect information about requirements and type(s) of buildings to be constructed, available funds, special features desired, if any, etc. and record points for consideration. Prepare designs and estimate cost. Prepare detailed drawing either themselves or get them prepared by draughtsmen (Architectural) to specified scale showing location of buildings on site, plan and submit them to competent authorities. Draw up specifications regarding flooring finish, architectural features etc. Estimate quantities of materials required and other details and indicate them in drawing for correct execution of plan. May guide, supervise and inspect construction work from time to time to ensure execution according to plan. May consult engineer and specialist and get light and power fittings, sanitary fittings etc. done by them. May specialise in landscape architecture. May approve payment on correct execution of work.	Indoor & outdoor
9	Group 'B' (Gaz)	Assistant Director (Horticulture)	S, ST, W, BN, KC, MF, L, RW, SE, H,C	OA, HH	Horticulturists conduct experiments to develop methods of breeding and cultivating improved varieties of fruits, flowers, vegetables, ornamental bushes, trees, etc., preserving fruits and vegetables and preventing damage during storage, transportation, processing and marketing. Study soil composition in relation to plant requirements. Conduct experiment under controlled conditions to determine factors beneficial to plant growth. Select best varieties of seeds for cross-breeding to develop resistant and improved varieties. Develop methods of propagation of plants and maintenance of nurseries. Suggest methods for improving quality and increasing quantity of production of vegetables and flowers. May advise regarding location of farms, sowing time, preparation and lay-out of beds, etc. May arrange flower and vegetable shows. May inspect gardens, nurseries in their charge. May control and guide junior staff.	Indoor & outdoor
10	Group 'B' (Gaz)	Bio-chemist	S, ST, W, BN, MF, SE, H,C	OA, OL, BL, OAL	Biochemist conducts tests and studies metabolic processes in plants and animals to determine their nutrition requirements, their ability to detect and separate poisons from body materials and composition of their biological fluids in order to develop and produce antibiotics, serum, vaccines and drugs. Performs basic tasks similar to Chemist in general by applying modern techniques like chromatography, electrophoresis, spectrophotometry radioactive tracers and Warburg manometry	Indoor
11	Group 'B' (Non-Gaz)	Water Analyst	S, ST, W, MF, SE	OL, HH	Interpretation of report, Data Validation, Preparation and submission of reports, Supervision of analytical work, calibration of analytical instruments, Standardization of reagents and chemicals, Preparation of estimates, Purchase of chemicals, Glassware and instruments etc. Maintenances of section stock register, M-Books etc, Field inspection and Water quality surveillance, Maintenances of analytical reports statistical reports, registers/files etc,	Indoor & outdoor

1	2	3	4	5	6	7
12	Group 'B' (Non-Gaz)	Farm manger	ST, W, BN	OA, OL, HH	Maintaining/supervising gardens, maintaining registers of pesticides, keeping record of development of plants and related works. Supervision / allotment of works to the subordinates.	Outdoor
13	Group 'B' (Non-Gaz)	Junior Engineer (Civil)	S, ST, W, BN, L, PP, KC, RW, SE, H, C, MF	OL, OA, HH	To collect engineering data for estimates. Preparation of rough cost estimates, preliminary estimates, detailed estimates, revised estimates. To arrange for materials, T&P from store / purchase from the market, issue of materials, T&P to contractors. To keep Government materials, T&P in his custody and care, maintain proper accounts of the receipts, issues and balances, arrange adequate watch and ward. To record measurements of work done by the contractor / departmental labour. To supervise and see that all works under his charge are done according to the specifications.	Indoor & outdoor
14	Group 'B' (Non-Gaz)	Junior Engineer (Electrical)	S, ST, BN, W, MF, SE, PP, L, KC, C, RW	OL, HH	Supervises manufacture, installation, testing, operation and maintenances of various types of electrical wiring, machinery and equipment. Plans layout of work and equipment and prepares himself or directs preparation of sketches, detailed drawings and writing diagrams. Specifies method of construction materials to be used and standard of work ship required. Prepares or checks estimates of cost of materials, construction, installation and labour charges. Supervises construction and installation or erection work and gives necessary technical advice at every stage of progress.	Indoor & outdoor
15	Group 'B' (Non-Gaz)	Junior Engineer (Mechanical)	S, ST, W, BN, MF, L, RW, SE, H, C	OL, HH	Mechanical Engineer, General plans, designs and supervises installation, operation, production and maintenance of machines and equipment. Prepares drawings with specifications showing details of construction and directs installation of machinery and equipment. Studies performance of existing machinery and suggests improvements to obtain optimum efficiency. Supervises technical side of production. Inspects work in workshop at different stages of production to ensure correct standards. Conducts methods studies and time and motion studies and determines efficient and economic way of production. Directs repairs and maintenance of workshop tools, equipment and accessories to ensure efficient operation.	Indoor & outdoor
16	Group 'B' (Non-Gaz)	Draughtsman	S, ST, W, BN, KC, L, MF, RW, SE	OA, OL, BL, HH	Checking of rough cost estimates. Checking of preliminary estimates. Checking of detailed estimates. Checking of revised estimates. Preparation and checking of Notice Inviting Tenders. Checking of drawings and designs. Preparation and checking of schedule of rates. Preparation and checking of specifications. Checking of Cost Index calculations. Preparation and checking of theoretical consumption of materials.	Indoor

1'	2	3	4	5	6	7
17	Group 'B' (Non-Gaz)	Lab. Assistant	S, ST, W, BN, MF, SE, RW, H, C	OA, OL, BL, HH	Assists and carries out routine duties in physical laboratory as directed by physicist in conducting experiments. Sets up required apparatus and infrastructure in position as directed for conducting experiments and research work. Makes necessary electrical connection to equipments and instruments as required. Records routine and other observation as indicated by instruments and makes necessary calculations as directed. Removes apparatus when not in use, cleans and maintains them in good condition. May do minor repairs to equipment and apparatus. May store and maintain account of instruments, equipment, apparatus etc., if required.	Indoor
18	Group B (Non-Gaz)	Assistant Architectural	S, ST, W, RW, MF, CL, SE, C	OL, HH	Architects prepare designs for construction of buildings, monuments, etc. estimate cost and co-ordinate functional and organisational details for execution. Collect information about requirements and type(s) of buildings to be constructed, available funds, special features desired, if any, etc. and record points for consideration. Prepare designs and estimate cost. Prepare detailed drawing either themselves or get them prepared by draughtsmen (Architectural) to specified scale showing location of buildings on site, plan and submit them to competent authorities. Draw up specifications regarding flooring finish, architectural features etc. Estimate quantities of materials required and other details and indicate them in drawing for correct execution of plan. May guide, supervise and inspect construction work from time to time to ensure execution according to plan. May consult engineer and specialist and get light and power fittings, sanitary fittings etc. done by them. May specialise in landscape architecture. May approve payment on correct execution of work.	Indoor & outdoor
19	GROUP 'B' (Non-Gaz)	Forman (Mechanic)	S, ST, W, BN, KC, PP, MF, SE, RW, H, C, L	OA, OL, HH	Supervises the work of subordinates and other manual workers, ensures working to required specifications. May help in getting required material and prevents the loss of such material	Indoor & outdoor
20	Group 'B' (Non-Gaz)	Foreman (Electrician)	S, ST, W, MF, SE, RW, H	OL, LV, HH	Supervises the work of subordinates and other manual workers, ensures working to required specifications. May help in getting required material and prevents the loss of such material.	Indoor & outdoor
21	Group 'B' (Non-Gaz)	Overseer	S, ST, BN, RW, SE, C	OA, OL, HH	The Overseer who is subordinate to the Junior Engineer will be directly responsible to the Junior Engineer in all matters pertaining to the section.	Indoor & outdoor

1	2	3	4	5	6	7
22	Group 'C'	Architectural Assistant	S, SE, RW, MF, ST, W, C, H	OL, HH	Architects prepare designs for construction of buildings, monuments, etc. estimate cost and co-ordinate functional and organisational details for execution. Collect information about requirements and type(s) of buildings to be constructed, available funds, special features desired, if any, etc. and record points for consideration. Prepare designs and estimate cost. Prepare detailed drawing either themselves or get them prepared by draughtsmen (Architectural) to specified scale showing location of buildings on site, plan and submit them to competent authorities. Draw up specifications regarding flooring finish, architectural features etc. Estimate quantities of materials required and other details and indicate them in drawing for correct execution of plan. May guide, supervise and inspect construction work from time to time to ensure execution according to plan. May consult engineer and specialist and get light and power fittings, sanitary fittings etc. done by them. May specialise in landscape architecture. May approve payment on correct execution of work.	Indoor
23	Group 'C'	Water rate Collector	S, ST, W, MF, SE, RW, H	OA, OL, OAL, BL, LV, HH	Verification of stubs received from the Meter Readers and subsequent entry into the computer section on a day-to-day basis by handing it over to the Computer Section-in-charge, Identification and sorting out of Consumer Policies who are regular defaulters. Hand over such cases to the Revenue squad for necessary action, Dealing with cases concerning "Change of Tariff" Domestic/Commercial as the case may be, Attending to Public complaints and dealing with cases concerning any error in the bills issued, Scrutinising the reading cards and calculation, Periodical checking in meter reading and conducting inspection, Attending to Rural collection works every month, Inspecting various policies on complaints against illegal water connections using water against the permitted tariff by the consumers, Maintaining separate register for tariff change and other works undertaken by every day including site inspection on various complaints, Apart from visiting/inspecting the area allotted during forenoon session, the Water Rate Collectors shall necessarily be present in the office in the afternoon session in order to attend any complaints from the consumers and to check up whether the stubs are handed over for entry into the Computers then and there on a day to day basis.	Indoor & outdoor
24	Group 'C'	Electrician Gr-I	S, ST, W, L, MF, SE	OL, HH	Electrician, General installs, maintains and repairs electrical machinery equipment installs electrical motors, & other electrical equipments fittings and lighting fixtures etc. makes connection and solder terminals.	Indoor & outdoor
25	Group 'C'	Electrician	S, ST, W, L, MF, SE	OL, HH	Installs, maintains and repairs electrical machinery studies drawings and other specifications to determine electrical circuit installation details.	Indoor & outdoor

1	2	3	4	5	6	7
26	Group 'C'	Senior Mechanic	S, ST, W, BN, PP, MF, SE, RW, H	OL, LV, HH	Supervising the pumping station and staff. Keeping the pumping and water supply system, in good condition. To attend breakdown works in pumping stations and pumping grid. Controlling the subordinate staff. Maintenance of motors pumps, oil engines and generator sets. Maintaining diesel log book and tools & plants Register.	Indoor
27	Group 'C'	Lab. Technician	S, ST, W, BN, MF, SE, RW, H, C	OA, OL, OAL, BL, HH	Collecting of samples (Buildings and Road materials) from site of ongoing works and testing the samples for quality to the specification as per the CPWD Manual, Ministry of Surface Transport specification and Indian Standard codes.	Indoor
28	Group 'C'	Mechanic	S, ST, W, BN, SE, RW, H, PP, MF	OL, LV, HH	Distribution of water from source through over head tank by direct pumping during specified hours by starting the motors and stopping the motors, filling overhead tanks, from ground level reservoirs and sump as the case may be. Keeping the Generator and Oil engine in good running condition to operate at any time. Operation and maintenance of motor & pumps within the rated specification (name plate details) and as per instruction issued from time to time etc.,	Indoor
29	Group 'C'	Sewerman	S, ST, W KC, MF, PP, L, SE	OL, LV, HH	Removal of blockages in the sewerage lines. Maintenance of sewer lines. Cleaning and removing the mud and garbage in the manholes and chambers. Operating the jet mechanics, rodding machines, sucking mechanics and oil engines.	Out door
30	Group 'C'	Work Inspector	S, ST, W, BN, L, MF, SE, RW, H, C	OA, OL	To assist the Junior Engineer in all his day-to-day works both in Section Office and at work site. Surveying and leveling operations and other investigations works. Setting out buildings, Road works, Irrigation, Water supply works etc. Responsible to Junior Engineer for quality of works. Recording of rain falls, water levels in channels, rivers and tanks. Control and distribution of water from the main-outlets	Indoor& out door
31	Group 'C'	Carpenter	S, ST, BN, KC, MF, SE	OL, HH	Carpentry and Joinery Operatives, other perform variety of routine and low skilled tasks such as sawing, cleaning, rough planning, drilling etc., and may be designated as Carpenter Mate, Carpenter Helper, Joiner Helper, etc.	Indoor
32	Group 'C'	Driller, Metal(Gen)	S, ST, W, PP, MF, SE	OL, HH	Sinking of borewell for drinking purposes in various villages. Sinking the borehole in proper way of pilot drilling, reaming drilling and collecting the proper soil samples in depth of every meter. ERW pipe or UPVC pipes erecting the borehole and packing the same using pebbles and clay balls as instructed by the Hydro geologist, Agricultural Department, Pondicherry.	Indoor & outdoor
33	Group 'C'	Welder	S, ST, W, BN, MF, SE	OL, HH	Rig maintaining and repairing and welding work (Mud pump rotary table) attended. Attending the duties whenever the welding work required to the Rig unit and borewell sections work. Drilling the borewell sites.	Indoor & outdoor

1	2	3	4	5	6	7
34	Group 'C'	Wireman	S, ST, W, BN, L, KC, PP, MF, SE	HH	Installs various kinds of electrical wiring such as cleat, conduit, casing, concealed etc. for light and power supply. Studies diagram and plan of wiring and marks light, power and other points accordingly	Indoor & outdoor
35	Group 'C'	Air Compressor Operator	S, ST, W, BN, L, MF, SE	OA, OL, HH	Developing the borewell in various villages of Pondicherry. After completion of the pipe erection work in the new borewell, the Air Compressor Operator can develop the borewell upto the clear water. Collection of water samples and handing over the water-testing Laboratory for obtaining fitness certificates. Repairing and maintaining the Compressor in good Condition. Shifting the Compressor in various villages for developing the bore well and defunct borewell for getting fresh water.	Outdoor
36	Group 'C'	Meter Reader	S, ST, W, MF, RW, SE, HC	OA, OL, B, LV, HH	Taking Reading from the Meters Issue of Consumption bills to the consumers Collection of Water Bills Remittance of money into Banks Maintenance of realization register	Outdoor
37	Group 'C'	Chainman	SE, ST, RW, MF	HH	Survey and earmarking of sights	Outdoor
38	Group 'C'	Multi Tasking Staff (Public Work)	S, ST, BN, W, SE, H, RW, C	OA, OL, BL, OAL, BL, V, HH	Attending routine maintenance works on roads, patch work, soling of berms, cutting of trees etc., Maintenance of tanks, Canal of Irrigation and Drainage System, Cleaning of bushes, taking gauge readings, patrolling the tank bund etc. Conveying messages, tapal, watch and ward during flood etc., To assist the Carpenter, Mechanics etc., To assist the Meter Readers. Collection of water samples from pillar taps, borewells etc and sewage samples from oxidation ponds. Preliminary preparation of water and sewage samples for various chemical and bacteriological tests. Assisting the Water Analyst, Sewage Analyst and Laboratory Assistants in various physical, chemical and bacteriological analysis of water and sewage samples Washing of laboratory apparatus and cleaning of instruments, equipments, work tables etc. Driving of vehicles, if in possession of valid driving licence.	Indoor & outdoor
XVII DIRECTOR OF SCHOOL EDUCATION						
1	Group 'A'	Principal	S, ST, BN, H, RW, SE	OL, OA, BL, B, LV, HH	Administration of Schools including conducting of examination and Administrative related works.	Indoor
2	Group 'A'	Vice Principal	S, ST, BN, H, RW, SE	OL, OA, BL, B, LV, HH	Administration of Schools including conducting of examination and Administrative related works.	Indoor
3	Group 'B'	Headmaster Gr-I	MF, H, RW, SE	OA, OL, B, LV, HH, BL	To look after High School & Middle school	The work is mostly performed inside.
4	Group 'B'	Headmaster Gr-II	MF, H, RW, SE	OA, OL, B, LV, HH, BL		

1	2	3	4	5	6	7
5	Group 'B'	Lecturer	S,ST,W,L,SE,RW,H,C	OA,OL,OAL,BL,B, LV	Teaching & other related works	The work is mostly performed inside the well lighted rooms
6	Group 'B'	Trained Graduate Teacher	S, ST, W, RW, SE, C, H,L	OA, OL, OAL, BL, B, LV	Teaching & other related works	Indoor
7	Group 'B'	Trained Graduate Teacher (Languages)	S, ST, W, L, SE, RW, H,C	OA, OL, OAL, BL, B, LV	Teaching other related works	The work is mostly performed inside the well lighted rooms
8	Group 'B'	Headmaster(Primary)	MF, H, RW, SE	OA, OL, B, LV, HH, BL	To be incharge of Primary School	Indoor
9	Group 'B'	Primary School Teacher	S, ST, W, L, SE, RW, H,C	OA, OL, OAL, BL, B LV	Teaching	Indoor
10	Group 'B'	Instructor	S, ST, W, RW, SE, C, H, L	OA, OL, B, LV, HH,	Teaching & other related works.	Indoor
11	Group 'B'	Fine Arts Teacher	S, ST, W, BN, L, SE, RW, H,C	OL, BL, LV, HH	To teach drawing & craft work	Indoor
12	Group 'B'	Performing Teacher	S, ST, BN, MF, SE, RW, H,C	OL, BL, LV	To teach music	Indoor
13	Group 'B'	Sewing Teacher	S, ST, W, BN, L, SE, RW, H,C	BA, BLA, HH	To teach sewing	Indoor.
14	Group 'B'	School Librarian	S, SE, RW, ST, KC, H,C	OA, OL, HH	To maintain and look after school library	Indoor
15	Group 'C'	BalbHAVAN Instructor	S, ST, W, BN, L, SE, RW, H, C	OA, OL, OAL, BL, HH, LV	To teach music and dance	Indoor as well out door.
16	Group 'C'	Balasevika	S, ST, W, L, SE, RW, H,C	OA, OL, OAL, BL, B, LV	Teaching infant at pre-primary levels in schools(LKG &UKG).	Indoor as well as out door working condition.
17	Group 'C'	Conductress	S, ST, W, F, PP, L, KC, BN	OL, B, LV, HH	Taking care of children at pre-primary level and Assisting Balasevika.	Indoor as well as out door working condition.

1	2	3	4	5	6	7
XVIII SCIENCE, TECHNOLOGY & ENVIRONMENT						
1	Group 'A'	Director	S, ST, W, RW, SE, C, H	OA, OL	Administration Technical works & field visit including other regions	Indoor& out door
2	Group 'A'	Senior scientific Officer	S, ST, W, RW, SE, C, H	OA, OL	Administration technical works & field visit including other regions	Indoor& out door
3	Group 'B'	environment Engineer	S, ST, W, SE, RW, BN, CL, C, H	OA, OL, OAL	Technical works & field visit	Indoor& out door
4	Group 'B'	Scientific Officer	S, ST, W, RW, SE, C, H	OA, OL	Technical works & field visit	Indoor& out door
5	Group 'B'	Scientist	S, SE, RW, C, BN, ST, W, CL, L, H	HH, OA, OL	Technical works & field visit Monitoring	Indoor& out door
6	Group 'B'	Technical Assistant	S, ST, W, RW, SE, C, H	HH, OA, OL	Technical works & field visit	Indoor& out door
7	Group 'B'	Junior Engineer	S, ST, RW, C, BN, ST, W, CL, L, H	OA, OL	Technical works & field visit	Indoor& out door
8	Group 'B'	Junior Scientific Assistant	S, ST, RW, C, BN, ST, W, CL, L, H	OL, OA	Technical works & field visit Monitoring	Indoor& out door
9	Group 'C'	Junior Lab. Asst	S, ST, RW, C, BN, ST, W, CL, L, H	OL, OA, BL	Technical works & field visit Monitoring	Indoor& out door
10	Group 'C'	Lab. Attendant	S, ST, RW, C, BN, ST, W, CL, L, H	OL	Technical works & field visit Monitoring	Indoor& out door
XIX DEPARTMENT OF SOCIAL WELFARE						
1	Group 'B'	Assistant Director	S, ST, W, SE, RW, MF, C, H	OA, OL, B, LV, HH	The duties and responsibilities of the post is to draw plan schemes for implementation of the welfare schemes and programs. They are accountable for proper execution for the programs and schemes and shouldering responsibilities to achieve the benefit of various welfare schemes. Organizing various functions/ Celebrations/ Training programmes/ Awareness camps/Social service camps as per instructions of superiors. Inspection of Non-Governmental organization which seek financial assistance to the beneficiaries. Implementation and Monitoring of Centrally Sponsored Schemes and various central acts. Taking part in Awareness programmes/training programmes/ conference/ Meetings by link Departments	The working condition Involves both indoor and outdoor .

I'	2	3	4	5	6	7
2	Group 'B'	Welfare Officer	S, ST, W, RW, SE, C, H	OA, OL, B, LV	Periodical inspection of all the NGO's and renewal of license of NGO's. Processing of Grant-in aid of the NGO's. Dealing with court regarding Adoption. scrutinizing & inspection of Adoption agencies. Distribution of Blankets & chappals to the beneficiaries, free cycles to IX std students, Distribution of Free kits such as Iron boxes, Barber kit to the artisans, admission of Abandoned children to the respective adoption agencies. Maintaining Hostels for Backward class students, responsible for providing food, shelter education facilities to the inmates. Counsel the problems of inmates and thereby giving psychological support. Sick inmates shall be taken care for and referred immediately to other health facilities for further treatment. Controlling supportive staffs in the Hostel. Taking care of academic performance and Health of inmates sanitary conditions and general cleanliness of the hostel. Welfare Officer is the guardian for each and every student and nurturing them with care, discipline and proper schooling. Full responsibility for the entire academic curriculum and maintain good rapport with principal/Headmaster/Dean of the institution. Maintenance of library of more than 2500 books in each hostels. Maintenance of stores and furniture. Taking care of problematic and depressed inmates by counseling and help them to recover. Arranging educational tour for College level students. Maintenance of building and other infrastructure facilities. Implementation of ICDS scheme and inspection of Anganwadi Centres, Implementation of various financial assistance, Implementation of various Acts, Implementation of Central Government scheme, Old Aged pension.	The working condition Involves both indoor and outdoor.
3	Group 'B'	School Assistant	S, ST, W, MF, SE, RW, H, C	OA, OL, OAL, BL, B, LV	Teaching of Middle School and Secondary school subjects to deaf or hard of hearing pupils using special skills, such as lip reading and teaches special skill.	The work is mostly performed indoor. Mobility and bilateral hand activities of the person should be adequate.
4	Group 'B'	Secondary Grade Teacher	S, ST, W, MF, SE, RW, H, C	OA, OL, OAL, BL	To impart education so as to develop both physically and mentally in a child friendly and child centred manner. To evaluate the child's knowledge and ability of understanding in a comprehensive and continuous manner..	The work is mostly performed indoor. Mobility and bilateral hand activities of the person should be adequate.

1	2	3	4	5	6	7
5	Group 'B'	Physio Therapist	S, ST, W, BN, MF, RW, SE, H, C	OL, BL, B, LV, HH	Physio therapist has to examine, and assess each individual has to develop a plan using treatment techniques to promote the ability to move, reduce pain, restore function and prevent disability. Promote not only optional physical function but also optional fitness, optional quality of life as it relates to movement and being healthy. They should provide proper aids & Appliances by adopting various treatment and techniques.	Work both indoor and Outdoor.. Mobility not to be restricted. Bilateral hand activities should be adequate. Should have functional communication skills with aids and devices.
6	Group 'B'	Occupational Therapist	S, ST, W, BN, MF, RW, SE, H, C	OL, BL, OA	Occupational Therapist helps in treatment and recovery of patients suffering from various disabilities by engaging them in purposeful activities, pre-vocational activities as well as helping them to regain the highest level of functional independence within the limitations of the concerned disability, competence to communicate, to make personal adaptations and relationships. To become proficient in work and recreation.	Work in groups or alone both indoor and outdoor.. Mobility and Bilateral hand activities should be adequate. .
7	Group 'B'	Craft Teacher	S, ST, W, BN, L, SE, RW, H, C, MF	OL, BL, LV, HH	Giving instructions to students in schools and Homes in manual crafts such as jewellery making, carpentry, tailoring, book binding etc. Imparts theoretical instructions in use of tools, gives demonstrations of process and operation in workshop, supervises and guides students in their practical work	The work is mostly performed indoor The teacher usually teaches crafts trade to the students/persons with disabilities with aids and appliances.
8	Group 'B'	Craft Instructor	S, ST, W, BN, L, SE, RW, H, C	OL, BL, LV, HH	Craft Instructor gives instructions to students in schools and Homes in manual crafts such as jewelry making, carpentry, tailoring, book binding etc. Imparts theoretical instructions in use of tools, making of angles and framing Joints, gives demonstrations of process and operation in workshop, free hand sketch drawing, line and projection drawing, supervises and guides students in their practical work	The work is mostly performed indoor The teacher usually teaches crafts trade to the students/persons with disabilities with aids and appliances.
9	Group 'B'	Music Teacher	S, ST, BN, RW, MF, SE, H	OL, BL, B, LV	Music Teacher teaches with instruments or without any accompaniments. Sings classical or light songs. May compose own poems and write notes on music. May play on Musical instruments while singing.	The work is performed mostly indoor. Work place may not be noisy. Bilateral hand activities must be adequate.
10	Group 'C'	Caner	S, ST, BN, MF	OL, BL, B, LV, HH	Interweaves cane strips to make seat, back etc. of chairs, sofa sets and similar furniture.. May specialize in weaving a particular article.	The work is performed indoor as well as outdoor with aids and appliances.

I'	Group 'C'	Rattening Instructor	S, ST, BN, MF	OL, BL, HH	Instructs the students in Observation Homes to weave cane strips to make seat back etc. of chairs, sofas and similar furniture.	The work is performed indoor.
XX	STATIONERY AND PRINTING					
1	Group-A	Join Director	S, ST, BN, RW, SE, C	OA, OL, HH	He is head of the office of the government central press, puducherry. Maintenance of personnel matters of 331 technical staff. Recruitment promotion of technical staff and maintenance of service books maintenance of machineries. Scheduling of printing job. Incharge of planning & production control section. Right to information act matters of government central press, puducherry	Indoor
2	Group-B (Gazetted)	Deputy Director	S, ST, BN, RW, SE, C	OA, OL, HH	He is the head of the printing section. Planning and allocation of printing jobs submission of reports of personnel employed in the section. Maintenance of the machineries and arrangement of periodical serving of machines. Discharging the function of drawing and disbursing officer and head of office in the branch presses. Assisted by assistant Director in execution of various printing works presses. Reporting to joint Director (Ptg) in planning and scheduling of job.	Indoor
3	Group-B (Gazetted)	Assistant Director (Printing)	S, ST, BN, RW, SE, C	OA, OL, HH	He is the head of a particular printing section to co-ordinate the production in the shop floor where the works are being executed. He is to control all the staff posted in the section and allots work at the day. He has to furnish various reports to the officers in respect of jobs undertaken by the section. He has to received out-turn of each employee everyday and compute the same. Based on out-turn the monitoring of staff will be performing for less out-turn. He has to take all caution efforts in smooth function of the machineries. sending note to the officers for proper maintenance. Keeping vigil in the quantum of stationeries used for each jobs and submitting the accounts to the planning production and control section.	Indoor
4	Group-B (Gazetted)	Foreman (Rotary Offset)	S, ST, W, MF, SE, RW, H	OL, LV, HH	In the offset printing technology, which is the latest printing technology there are two methods of printing viz., rotary offset and multi color offset printing. In the rotary offset reels of paper is fed into the machine in the, whereas in the case of multi color offset machines, single paper is fed into the machine in the. The Rotary offset machine is mainly used for manufacturing note book. The foreman (Rotary offset) is the head of the section. He allocated the job to each employees and monitoring the daily work of the operators. He used to verify production charts and out -turn of the employees, sending reports to the officers in respect of printing jobs maintenance of machineries, etc. Furnishing all the reports to planning production and control unit for computing purpose. Handing over of finished goods to stores and intending raw materials from the stores.	Indoor

1	2	3	4	5	6	7
5	Group-B (Gazetted)	Foreman (Supervisor)	S, ST, W, MF, SE, RW, H	OL, LV, HH	As like Assistant Director, he is also the head of a particular unit of production. Each unit is headed by either Assistant Director or Foreman. He allocates the job to each employee and monitoring the daily work of the operators. He used to verify production charts and out-turn of the employee. Sending reports to the officers in respect of printing jobs, maintenances of machineries, etc. Furnishing all reports to planning production and control unit for computing purpose. Handing over of finished goods to stores and intending raw materials from the stores.	Indoor
6	Group-B (Gazetted)	Head Reader (Supervisor)	S, BN, RW, MF, SE, C, H	OA, OL, HH	He is in-charge of the unit and the staff attached to him. He is held responsible for all the work done in the unit. He shall be personally held responsible for any mistakes or errors which are purely the error of proof readers. Thereafter, he should satisfy himself with the perfection of the proof reading of the jobs received in his section before the same is sent back after reading. He should ensure the flow of job is not interrupted due to lack of attention in the proof reading. He should maintain all the records of jobs received and returned with proper checking. He should complete all the entries in the job docket wherever necessary and send back with the job undertaken.	Indoor
7	Group-B (Gazetted)	Master Printer	S, ST, W, BN, MF, SE	OL, BL, HH	In the multi color offset printing unit, The master Printing (Offset) is the head of the section. He used to certify production charts and out-turn of the employees. Guiding the operators for effective printing quality and to achieve zero error in printing. Sending reports to the officers in respect of printing job, maintenance of machineries, etc. Furnishing all the report to planning production control unit for computing purpose. Handing over of finished goods to stores and intending raw materials from the stores.	Indoor
8	Group-B (Gazetted)	Artist/ Retoucher	S, BN, RW, MF, SE, C, H	OA, OL, HH	He is the in-charge of layout and designing section. He is responsible for supplying printable negatives and positives and other transferable medium for re-production in the plant making unit. He is the commercial artist entrusted for with the job of doing commercial arts that are to be reproduction in the offset printing unit. He is expected to individually prepare art and work out for re-production.	Indoor
9	Group-B (Gazetted)	Offset Machine Man Gr-II	S, ST, W, BN, MF, SE	BL, OL, HH	He is technical staff engaged in the operation of single color and multicolor offset printing machines. He has to receive scheduling of job from the master printing (offset) to be performed during the day. Setting the machine for production and executive the job as scheduled. He has submit the out-turn to the master printer (offset) and after production is over, he will arrange for cleaning of the machines with the help of supporting staff for proper usage of machines in the next day programme.	Indoor
10	Group 'C' (Non-Gazetted)	Process Cameraman	S, BN, MF, SE	OL, BL, HH	He is in-charge of the process camera and to operate and produce job printing for camera process.	Indoor

1	2	3	4	5	6	7
11	Group 'C' (Non-Gazetted)	Section Holder (Supervisory)	S, ST, W, MF, SE, RW, H	OL, LV, HH	He is the second level supervisor in the production unit working under the Assistant Director or Foreman. He Supervised the job being carried out in the section. Guiding the staff in technical nature of work and collection of out-turn at the end of the day and furnishing the same to the Assistant Director or Foreman. He is second level supervisor level supervisor who is directly dealing with the operators. He is to arrange for raw material by sending requisition to the Assistant Director or Foreman and to make readily available all the raw material for a particular day. He is the to verify then and there the sequence of operations performed in the section for optimum productivity without wasting human labour. He is to assist the Artist/Re-toucher in the layout and designing section preparing printable negatives and positive and other transferable medium for re-production in the plate making unit. He is to performed the work more precisely for further process in the plate making unit. He is to prepare imposition of various kinds into standardized form depending upon the size of the offset printing machine where the jobs are expected to be printed.	Indoor
12	Group 'C' (Non-Gazetted)	Assistant Artist	S, ST, BN, SE, RW, MF	OA, OL, HH	He is the staff engaged in the operation of rotary offset machines. He has to receive schedule of job to be performed. Setting the machine for production and executive the jobs as schedule. He has to submit the out -turn to the Foreman(Rotary offset) and after production is over the machines are subjected for cleaning for proper usage in the next day.	Indoor
13	Group 'C' (Non-Gazetted)	Operator (Rotary Offset)	S, ST, W, BN, MF, SE	OL, BL, HH	The duties of the Desk top publishing operator is to type set the matter by keying through computer system with the use of a specialized software's like PageMaker, Coreldraw, ms-office etc, and to carry out the correction made by the proof reading section. Desk top publishing operator is responsible to produce a Zero error final proof after correction is carried out.	Indoor
14	Group 'C' (Non-Gazetted)	Senior Mechanic	S, BN, RW, MF, SE, C, H	OL, HH	He is highly skilled hand attached to the maintenance unit. He is to attend to various repairs and break down of various equipments and he is to work as per the instruction of the superiors.	Indoor
15	Group 'C' (Non-Gazetted)	Reader (Highly Skilled) Gr-I	S, BN, RW, MF, SE, C, H	OA, OL, HH	He is responsible of the proof reader to listen keenly he copy holder and make necessary correction legible. Proof reading marks made should be clear and understand easily. He at every stage should affix his signature only after satisfying himself that all necessary correction has been made. While correcting a proof , care should be bestowed towards uniformity and style. He should pay deep attention to mistakes in letter, words, conjunction, punctuation, exclamatory marks grammar, etc. for any doubts during correction, he should get it clarified from the head reader. With due attention to division of words, mistake in letter, capitals, footnotes, page number and contents proof should be corrected. He is responsible for any mistakes in the proof correction.	Indoor

1	2	3	4	5	6	7
17	Group 'C' (Non-Gazetted)	Electrician (Highly Skilled) Gr-I	S, ST, W, L, MF, SE	OL, HH	He is the highly skilled employee in the electrical section of the maintenance wing. He is to attend all the electrical repairs and also to advise for preventive maintenance in so far as the electrical attachment of various machineries and equipments.	Indoor
18	Group 'C' (Non-Gazetted)	Compositor Gr-I	S, ST, BN, MF, SE, RW	OL, BL, HH	He is the experience and skilled hand in the composing section and produce prescribed out turn.	Indoor
19	Group 'C' (Non-Gazetted)	Offset plante maker	S, BN, RW, MF, SE, ST, W	OL, LV, HH	He is trade man in charge of plate making process using various plate making equipment in the plate making unit of the offset printing unit. He is expected to copy available required quantity of plates for printing.	Indoor
20	Group 'C' (Non-Gazetted)	Binder (Highly Skilled Gr-II)	S, BN, KC, MF, SE	OL, BL, LV, HH	He is responsible for carrying out the following works on rotation basic among them. Folding, gathering, numbering, ruling, sewing, checking, stapling, cutting and forwarding operation. They are responsible to run and upkeep all machines attached with binding section.	Indoor
21	Group 'C' (Non-Gazetted)	Machine Assistant	SE, PP, L, KC, BN	OL, LV, HH	He is the entry grade operator attached to the offset printing unit. He is to assist the offset machine man who performs the operation of the machine as a crew in multi color offset printing machine. At time he is posted individually in a small offset printing machine and his performer entire operation of the machine and gives out-turn. He is assisted by machine attendant (offset) in making ready of the machine before starting printing work. He along with the machine and undertakes periodical maintenance of ensure smooth running of the machine and undertakes periodical maintenance of the machine.	indoor
22	Group 'C' (Non-Gazetted)	Mono Key Board Operator/Lino Operator	S, ST, BN, MF, SE	OL, BL, HH	He is the operator of the mono lino composing machines and he is to produce prescribed out turn.	Indoor
23	Group 'C' (Non-Gazetted)	Computer	S, ST, W, SE, RW, H, C	OA, OL, OAL, BL, B, LV, HH	He is technocrat by qualification. He is to compute the cost efficiency of various job that are executed in the shop floor. He is to prepare various returns and send it to unit head.	Indoor
24	Group 'C' (Non-Gazetted)	Compositor Gr-II	S, ST, BN, MF, SE	OL, BL, HH	He is the entry grade operative hand in the composing section. He is to produced out turn as per the orders.	Indoor
25	Group 'C' (Non-Gazetted)	Copy Holder	S, BN, RW, MF, SE, ST, W	OA, OL, OAL, HH	He is the junior most staff available in the proof reading section. He is to help the reader by way of reading the proof for carrying out corrections. He is also expected to do proof reading of his own.	Indoor
26	Group 'C' (Non-Gazetted)	Electrician Gr-I	S, ST, W, L, MF, SE	OL, HH	He is the junior level skilled electrician attached to maintenance unit and look after the electrical repairs in the various and equipments. He has to take instruction from his superior wherever necessary when he is not in a position to repair the certain works.	Indoor

1	2	3	4	5	6	7
27	Group 'C' (Non-Gazetted)	Assistant Mechanic (Skilled)	S, BN, RW, MF, SE, C, H	OL, HH	He is junior level skilled hand assisting the senior mechanic in over all maintenance of machines and equipments. However, he is also expected to individually attend to minor repairs of the machines.	Indoor
28	Group 'C' (Non-Gazetted)	Assistant Plate Maker	S, BN, RW, MF, SE, ST, W	OL, LV, HH	He is to maintain and operate plate graining machine. He should grain and supply required quantities of offset plants without delay for printing. He is also to assist plate maker in the process of plate making	Indoor
29	Group 'C' (Non-Gazetted)	Bindery Assistant (Skilled)	S, BN, KC, MF, SE	BL, B, LV, OL, HH	Bindery Assistant (Skilled) are responsible for carrying out the following works on rotation basis among them. Folding, gathering, numbering, ruling, sewing, checking, stapling, cutting and forwarding operation. They are responsible to run upkeep all the machines attached with the binding section.	Indoor
30	Group 'C' (Non-Gazetted)	Machine Attendant (Offset)	SE, PP, L, KC, BN	OL, LV, HH	He is attached to the machine section for assisting and helping offset machine operators in the process of production.	Indoor
31	Group 'C' (Non-Gazetted)	Packer/ Mazdoor	S, BN, RW, MF, SE, C, H	OL, HH	He is connected with various odd and sundry works in the production units sundry units and godown.	Indoor
XXI	SURVEY & LAND RECORDS					
1	Group 'C'	Deputy surveyor/Field surveyor/Field Assistant	S, ST, L, MF, SE, RW, C	OA, OL, HH	Prepares to Topographical and project maps from air photographs of area by determining longitude & latitude of number of points on ground by triangular or transfers method. Connects photographs together in proper sequences aligning, features, pointing out details and information such as names of places, rivers, tracks administrative and forest boundaries and verification data to have continuous picture if they are not clear on photograph from point to point distortions or otherwise being photograph on same scale applying graphical methods or using photogrammetric methods.	The work is performed inside as well as outside. Mobility should not be restricted. The incumbent should be considered with aids and appliances, wherever necessary
2	Group 'C'	Draughtsman	S, ST, W, B, MF, SE, RW, C	OA, BL, OL, HH	Prepares drawing of building, stores highways, dams culverts, etc, from the sketches, notes or data construction or alternation. Takes instruction from civil engineer studies sketches and calculates dimension from note or date. Draws to given scale different elevation plan, sectional views etc, of desired construction using drawing instruments. Draws detailed drawing of specific portions as required. Indicates types of material to be used. Artistic and structural feature etc, in drawing as necessary. May do tracing blue printing. May prepare or check estimate scheduled for cost of materials and labour. May prepares tenders schedules and draft agreements.	The work is performed inside in well-lighted rooms as well as outside in the field. Mobility hands bilateral activities should be adequate. Workers work alone. The incumbent may be considered with aids and appliances.

1	2	3	4	5	6	7
XXII	TOWN AND COUNTRY PLANNING DEPARTMENT					
1	Group 'A'	Chief Town Planner	S, ST, W, BN, MF, RW, SE, C	OL, OA, HH	Advising the state Government and all state Government and Quasi Government Agencies on all matters relating to urban development and Housing. Preparation of development plans for all Urban and Rural Settlements and its implementation and preparation of schemes including implementation under Housing and Urban development sector.	Indoor& out door
2	Group 'A'	Senior Town Planner	S, ST, W, BN, MF, RW, SE, C	OL, OA, HH	Preparation of Development plans for all urban and rural settlements. preparation of Regional plans and District Development plans. Implementation of Schemes Under Housing and urban Development sectors. Assisting the Chief Town Planner in all planning, Technical & Administrative matters	Indoor& out door
3	Group 'B'	Asst. Planner (Architecture)	S, ST, W, BN, MF, RW, SE, C	OL, OA, HH	Assisting the Senior planner in preparation and Development plans for urban & Rural settlement. Implementation of the Schemes under Housing and urban development sectors like Perunthalaivar Kamarajar Centenary Housing scheme, Slum Clearance/ slum up gradation programme/ capital Development project, traffic and Transportation Improvement and Management Measures etc.,and centrally sponsored Schemes relating to Housing and urban development	Indoor& out door
4	Group 'B'	Junior Town Planner	S, ST, W, BN, MF, RW, SE, C	OL, OA, HH	Assisting the senior Town Planner in preparation and development plans for urban & Rural Settlement. Implementation of the Schemes under Housing and urban development sectors like perunthalaivar kamarajar centenary housing schemes, Slum clearance project, traffic and transportation improvement and management measures etc.,Other centrally sponsored schemes relating to housing and urban development.	Indoor& out door
5	Group 'C'	Town Planning Assistant	S, ST, W, BN, MF, RW, SE, C	OL, OA, HH	To assist the junior town planner in the preparation of development plan for urban & Rural settlement , housing and planner surveys, analysis of data and preparation of maps, charts, etc., for preparation of development plans, cost estimates and design works.	Indoor& out door
6	Group 'C'	Draughtsman	S, ST, W, BN, MF, RW, SE, C	OL, OA, HH, BL	Plotting or survey details, preparation of base maps, Tracing inking, colouring etc., required for presentation works and visual study of town and environs.	Indoor& out door
7	Group 'C'	Field Assisstant	S, ST, W, BN, MF, SE	BA, BL	To assist the technical staff during site inspection and preparation of maps, charts, etc., with respect to development plans, such as comprehensive development plan and detailed development plan.	Indoor& out door

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